United Arab Emirates
The Federal Authority for Government Human Resources

This translation of the text of Federal Law by Decree No. 11 of 2008 on human resources in the federal government for the purpose of identifying articles of the law and have no legal authority and the Arabic text in the case of disagreement.
In The Name of Allah, The Most Beneficent and Merciful

Khalifa Bin Zayed Al Nahyan
President of United Arab Emirates

Federal Law Decree # 11 For The Year 2008
Regarding Human Resources In Federal Government

We, Khalifa Bin Zayed Al Nahyan, President of the United Arab Emirates;

After having reference to the Constitution;

And Federal Law # 1 for the year 1972 regarding functions of the Ministries and the powers of Ministers and amending laws thereof;

And Federal Law # 7 for the year 1976 regarding Accounting Chamber and the amended laws thereof;

And Federal Law # 7 for the year 1999 for issuance of pension and social security law and the amended laws thereof;

And Federal Law # 21 for the year 2001 regarding civil service in Federal Government and the amended laws thereof;
And Federal Law # 23 for the year 2005 regarding rules for preparation of General Budget and final accounts;

And based on the submission of the Chairman of Civil Service Council and approval of the Council of Ministers;

We promulgate the following Decree law:-

First Chapter

Definitions

Article – 1

In implementation of the provisions of this Decree Law, the following words shall have the meaning assigned to each unless otherwise the context permits to the contrary:-


4. Ministry: Any Ministry established as per Federal Law # 1 for the year 1972 regarding functions of Ministries and powers of Ministers and amended laws thereof or as per any other laws.
5. **Minister**: Supreme Chief of the Ministry.

6. **Authority**: Federal Authority for Government Human Resources.

7. **Budget**: General Budget of the Government.

8. **Employee**: Whoever occupies any of the jobs mentioned in the Budget.

9. **Jobs Budget**: The budget approved for jobs and grades prescribed for the employees and their benefits.

10. **Gross salary**: Basic salary + allowances obtained by an employee.

11. **Violation Committee**: The Committee formed at each Ministry to consider job violations committed by the employees.

12. **Human Resources Department**: The Administrative unit concerned with Human Resources at the Ministry.

13. **Year**: Calendar year.

14. **Month**: Time unit of thirty days.

15. **Working day**: The official work day determined by the decisions implementing this law decree.

16. **Medical Committee**: The Medical Committee which is formed under a decision by the Minister of Health.
Scope of implementation of Law Decree

Article – 2

The provisions of this Decree Law shall be applicable to the Civil Servants who are earning their salaries from the budget as well as the Civil employees working at Federal Authorities and Corporations.

The Ministries and Federal Authorities whose laws provide that they will have exclusive job regulations shall be excluded from implementation of this Decree within the limits of the stipulations thereof.

Federal Authority for Government Human Resources

Article – 3

1. A Federal Authority to be established, to be named ‘Federal Authority for Government Human Resources’ shall be vested with powers and public responsibilities related to management of Human Resources for Ministries and Federal Authorities which are subject to Decree law.

2. The Authority will exclusively exercise the following functions:-

a) Study and propose policies and legislations related to Human Resources at Government level;
b) Assist Ministries to adequately execute legislations related to Human Resources;

c) Make sure that the Ministries observe the provisions of this Decree law and the regulations issued in implementation thereof;

d) To look into the objections against the decisions of Complaints Committee;

e) Any other functions entrusted by the Council of Ministers;

3. The Council of Ministers will issue a resolution organizing the work and management of the Authority.

Article – 4

The Department of Human Resources at the Ministry shall implement and execute the provisions provided for in this Decree Law and any other resolutions or regulations issued in implementation thereof provided that the concerned regulatory units at each Ministry should refer to these Departments regarding all technical matters related to Human Resources, the Department of Human Resources should refer to the Authority in matters they face upon implementation of the provisions of this Decree Law and the resolutions, regulations issued in implementation thereof.
Article – 5

The concerned regulatory units at the Ministry abide by the principles and policies provided for in this Decree Law and to make sure that the same is applicable to the employees fairly and equally with the aim of creating a work environment to encourage performance.

Second Chapter

Human Resources Planning

Organizational Structure

Article – 6

1. The Ministries shall lay down their Organizational Structures compatible with their functions and requirements and submit the same to the Council of Ministers for approval.

2. Any amendment to the Organizational Structure from the level of Departments and above shall be approved by the Council of Ministers and lower than that shall be approved by the concerned Minister.
**Jobs Budget**

**Article – 7**

The Ministry shall design the jobs of regulatory units enlisted in the organizational structure effectively in a way that guarantees focusing on the objectives and key operations for expansion to guarantee covering by these jobs for all functions entrusted with the Ministry without interconnection or contradiction between these jobs.

**Article – 8**

Each Ministry within its General Budget shall have an annual budget for Human Resources compatible with its approved organizational structure.

**Article – 9**

The competent Minister or whom he delegates may amend the financial allocations for the jobs entered in the approved Human Resources Budget as per the applicable financial rules in the United Arab Emirates.
Types of employment

Article – 10

The vacant public jobs at each Ministry shall be occupied as per the following types of employment:-

1. Full time employment
2. Part time employment
3. Temporary employment
4. Employment under special Contract

The executive regulations of this Decree law shall determine the provisions of each type of the referred to types of employment.

Appointment

Article – 11

U.A.E. Nationals can be appointed on part time basis against a lump sum monthly salary compatible with the grace of vacant job provided that such employees should be subject to special provisions to be determined by the Executive regulation of this Decree Law in connection with the extent of the entitlement for remuneration and job benefits.
Article – 12

The Ministry may appoint employees against a monthly lump sum salary exclusive of any of the remuneration and job benefits prescribed for full time employees under a temporary Contract of not exceeding six months which may be extended for a period not exceeding three months at the end of that period those employees may be appointed in permanent positions compatible with their qualifications and experience provided that the period of temporary Contract should be calculated in the periods of service against which end of service benefits to be paid as per the provision of this Decree law.

Article – 13

1. The Minister may appoint any of the distinguished expertise required by the Ministry under special Contracts at any of the vacant key positions provided that the period of such Contract should not exceed two years which may be extended for additional two years.

2. The Minister is empowered to discuss and approve all job and financial privileges mentioned in the special Contracts in line with the special requirements of his Ministry.
**Appointment of persons with special needs**

**Article – 14**

Qualified persons with special needs holding U.A.E. Nationality will be given priority in appointment in the positions compatible with their health condition provided that they shall be provided with all appropriate means to discharge their duties as well as provision of their place of work with the means and the requirements compatible with the nature of their special needs.

**Article – 15**

It is a conditional that those appointed in any of the public jobs should meet the following:-

1. Should have good conduct and character.
2. Should not be less than eighteen years.
3. Should hold the necessary Scientific and practical qualification to occupy the position.
4. Should successfully pass all tests and interviews related to the job.
5. Should be medically fit.
6. Should not have been previously convicted of a punishment restricting freedom or in a felony or a misdemeanor in connection with honor or trust unless pardoned by the competent Authorities or rehabilitated.

7. Should not have been dismissed from the previous service due to any violation related to work or due to a final judicial verdict in a crime.

**Powers of appointment**

**Article – 16**

Powers of appointment in jobs shall be as under:-

1. The jobs of Director General and Executive Director under a Federal Decree as per the concurrence of Cabinet;

2. Top positions as per a decision of the concerned Minister;

3. Remaining other jobs as per the decision of the concerned Minister or whom he delegates;

**Article – 17**

U.A.E. Nationals shall be given priority in appointment at any of the vacant positions at the Ministries provided that
non U.A.E. Nationals may be appointed in case there are no U.A.E. Nationals who satisfy the conditions and requirements of vacant position.

**Article – 18**

The employee upon appointment will be granted the beginning of the basic salary of the degree in which he is appointed. Moreover he may be granted higher salary as determined by the Executive regulations of this Decree law in case he enjoys experience and higher qualifications provided that he should pass the prescribed tests.

**Probation Period**

**Article – 19**

1. Excluding those appointed under Federal Decrees, the employee appointed for the first time shall be subject to probation period of three months renewable for similar period after which his performance will be appraised by his immediate Senior as per transparent principles and in the light of such appraisal he will be confirmed or terminated.

2. The service of the employee may be terminated during the probation period if it is proved that he is inefficient or unfit to carry out the duties of his job or due to his unsatisfactory performance as per the authority concerned with appointment provided that he should
be granted a notice period of five working days, moreover the employee may resign from his job during the period of probation after notifying the Ministry within a similar period of notice.

Third Chapter

Allowances

Scale of degrees and salaries

Article – 20

All Ministries shall have a unified scale of degrees and salaries issued by a resolution of the Cabinet as per the following principles:

1. Each job shall have the degree prescribed thereof and determination of the degree is connected with the job;

2. The employee shall have two tracks – the first known as ‘Administrative track’ and the second track is known as ‘Professional of Technical track’ and each of them shall have special classification as per the type of job;

3. Approval of total salary;
Article – 21

A decision of the Cabinet will determine the minimum total salary for U.A.E. National employees provided that the same should be reviewed when deemed necessary.

Retirement of U.A.E. Nationals

Article – 22

1. U.A.E. National employees will be registered in the retirement program applicable by the General Authority of Pensions and Social Security;

2. The monthly contribution of the insured employees shall be deducted for the purposes of transferring the same to the General Authority of Pensions and Social Security as per the legislations issued in this connection.

Fourth Chapter

Transfer, deputation and hiring

Transfer

Article – 23

1. An employee may be transferred from a position to another vacant position whether within the Ministry or
to any other Ministry provided that the degree to which the employee is transferred should not be less than his job degree upon transfer.

2. Powers of transfer shall be as under:-

- The positions of Director General and Executive Director as per the decision of the Minister, in case of transfer within the Ministry and as per a decision of the Cabinet in case of transfer outside the Ministry;

- Other remaining jobs as per the decision of the concerned Minister or whom he delegates in case of transfer within the Ministry and with approval of both Ministers in case of transfer to any other Ministry.

**Article – 24**

The Ministry to which the employee is transferred shall bear all the expenses and fees arising out of the transfer including any discrepancies in installments of contribution towards the applicable pension program at the General Authority of Pension and Social Security.

**Article – 25**

As per the decision of the Authority empowered to appoint, an employee may be transferred to any of the Authorities
and Corporations of the Federal Government or Authorities or any other Government Authorities in any of the Emirate provided that his salary shall not be decreased he agrees in writing of the same.

The executive regulations of this Decree Law shall organize the provisions and the rules related to transfer and in all cases, the transfer of the employee may not prejudice his acquired rights.

**Deputation**

**Article – 26**

As per a decision of the Minister or whom he delegates, an employee may be deputed to discharge the duties of a vacant position or in case the person occupying the position is absent for a period not exceeding six months renewable for another three months provided that the job to which he is deputed should be equal to the degree of the deputed employee or higher by two degrees as a maximum, upon expiry of the period of deputation, the employee may be transferred or promoted to the job to which he is deputed as per the provisions of transfer and promotion provided for in this Decree Law and its executive regulation.

**Article – 27**

An employee may not be deputed to discharge the tasks of more than one position in addition to his original position.
Article – 28

1. An employee may be deputed to any other position in addition to the tasks of the original position provided that the employee shall be granted deputation allowance from the date of his commencement of the task of deputation @ 25% of the basic salary of the degree of the deputed position and this is only in the cases where the period of deputation exceeds two months;

2. Deputation of the employee to discharge the task of the deputed position only without the task of his original position will be considered as an Official order to develop his performance provided that he shall not be entitled against this deputation for deputation allowance provided in the preceding clause.

Hiring

Article - 29

1. As per a decision of the Cabinet, an employee may be hired to any other Ministry or Federal or local Authority within the U.A.E. for a period not exceeding one year renewable for another one year, moreover as per the decision of the Cabinet, an employee may be hired to any of the Authorities, Arab, Foreign and International Organizations for a period of no more than one renewable year, in all cases the written
approval of the employee for hiring or extension is conditional.

2. The higher employee shall earn his total salary, leave and other dues from the party to which he is hired and in case an employee is hired to a regional or International party outside U.A.E., the employee shall get the total salary from the Ministry in which he works in addition to any other amounts or privileges he receives from the party to which he is hired, in all cases the hired employee will not be entitled for any leave from the Ministry in which he works.

3. The period of hiring shall be calculated within the period of service of the employee and his performance shall be appraised in coordination with the Authority to which he is hired provided that the employee shall be subject to the performance management system applicable by the Government.

4. The Ministry is entitled to occupy the position which falls vacant due to hiring and upon return of the employee from such hire should reinstate him to his original position or appoint him in another position equal to the position or at a higher position.

5. The Executive Regulation shall determine the provisions and rules related to hiring.
Fifth Chapter

Performance and remuneration

Management of performance

Article – 30

1. Performance of an employee shall be measured as per the system of performance management issued by the Cabinet as per the proposal of the Authority. The system shall, in particular determine as under:-

a) Fundamentals, principles and standard of measurement of performance of an employee;

b) Standard of performance for which the periodical annual allowance of the employee is payable;

c) Standard of performance required for promotion;

d) Procedures of complaint against results of appraisal of annual performance;

2. Through the system of management of performance, the Government aims at achieving as under:-

a) To enhance a scientific approach to reward achievements and distinguished results;
b) Develop performance of employees through a periodical appraisal compatible with the objectives of the Ministry;

c) Reconcile the individual objectives of the employees with those of the Ministry;

d) Encourage individual achievement and team work;

e) Encourage education and continued development;

**Appraisal performance of the employee and reward**

**Article – 31.**

1. Performance of employees shall be appraised annually by the immediate superior provided that the employees should share the process of review performance related to them;

2. The annual appraisal of the employee will affect the entitlements of the employee related to periodical allowances, promotions and annual rewards;

3. The system of management of performance shall determine the requirements and conditions of granting rewards provided for in this Decree law.
**Periodical allowance**

**Article – 32**

The annual periodical allowance is payable to the employee as per the standard of appraisal of his annual performance and shall be added to his basic salary.

**Cash rewards**

**Article – 33**

As per decision of the Minister, the distinguished employee may be granted a special cash reward to any of his proposals which may contribute towards development of performance at the Ministry in which he works.

**Annual reward**

**Article – 34**

An employee shall be granted an annual reward as per the requirements and conditions laid down by the Performance Management System.
**Other rewards**

**Article – 35**

The Ministry may reward the distinguished employee by granting him any Certificate of Appreciation or honoring him or nominating him for a competition for the approved excellence rewards.

**Sixth Chapter**

**Promotions**

**Article – 36**

In the promotion of employees, two types of promotions to be adopted which are job promotion and financial promotion

**Job promotions**

**Article – 37**

1. Job promotions shall be in any of the following patterns:-
   
   a) Promotion to a vacant position;
b) Promotion to a vacant new position at a higher degree due to restructuring or due to redistribution of duties and responsibilities;

2. An employee may be promoted to higher position or granting him the higher job degree as per the performance report submitted about him;

3. Promotion of an employee shall be granting a beginning of basic salary of the degree to which he is promoted or granting him a financial promotion of 10% of his basic salary upon promotion whichever is higher.

**Financial promotions**

**Article – 38**

As per approval of the Minister, an employee may be granted financial promotion of no more than 10% of the basic salary.

**Exceptional promotion**

**Article – 39**

As per the approval of the Minister, the distinguished employee may be exceptionally promoted:

1. With no more than two job degrees to a vacant position, provided that the employee shall be granted
the beginning of the basic salary of the degree to which he is promoted or to be granted 20% of his basic salary whichever is higher, in such cases it is conditional that the employee shall obtain the scientific and practical credentials compatible with the requirements of the new position;

2. Or granting him an exceptional financial promotion not exceeding 25% of his basic salary.

**General provisions of promotions**

**Article – 40**

1. The executive regulation of the law shall determine the conditions, rules and periods of promotion.

2. When considering promotion the order of seniority will not be brought into consideration only in case the performance appraisal is equal.

3. A job promotion and financial promotion may not be combined in the same year.

4. The decision of promotion shall be issued by the Authority empowered with appointment.

5. The promotion and periodical increment may not be combined unless they are completed on one date and on the basis of the strength of annual performance appraisal.
6. No promotion may be granted retroactively or combining exceptional promotion and ordinary promotion at the same year.

Seventh Chapter

Training and development

General policies

Article – 41

The Government undertakes to preserve the trained qualified Human Resources, moreover the Ministry undertakes to train their U.A.E. National employees and develop their knowledge and job skills the position which they occupy or in the higher positions for which it is planned that they shall assume tasks and responsibilities of the same.

Article – 42

All Ministries shall lay down and execute an annual plans to train and qualify U.A.E. National employees in all of their job levels.
Analysis the requirements of training

Article - 43

1. The annual training requirements shall be determined and analyzed through the strategic policies and objectives whether those approved by the Government or by the Ministries.

2. Each Ministry undertakes to analyze the requirements of training and development through various sources which includes annual performance appraisals, the employees and their Managers and others of the accredited sources.

3. The Department of Human Resources undertakes to appraise the training process through personal appraisal of the trainee, appraisal of the Managers to the effect of training on the performance of the trained employees and other means used to appraise training and its effects.

Scholarship

Article – 44

The Ministries – as per the provisions of legislations approved towards this end – may sponsor U.A.E. National Higher Secondary Grade Graduates to study some technical and professional specializations, moreover they may sponsor some employees to complete their Postgraduates.
Eighth Chapter

Official and training tasks

General policy

Article – 45

1. The Ministry may delegate an employee inside and outside the U.A.E. to perform any Official task in the name of Ministry or to participate in training programs.

2. The employee shall be delegated in Official task outside the U.A.E. as per a decision of the Minister or whom he delegates and the decision shall determine the nature, objectives, period and destination of the task.

Travel tickets for external Official tasks

Article – 46

Decision of the Cabinet will determine the class of tickets, travel allowances in overseas Official tasks and training.
Article – 47

One travel ticket will be granted to one of the members of U.A.E. National female employee to accompany her during her delegation in an Official task or participation in any training program outside U.A.E. whatsoever be the period as per the same travel class prescribed for the delegated female employee.

Ninth Chapter

Leaves

Leaves and types of the same

Article – 48

Leaves shall be classified in accordance with the provisions of this Decree Law as under:

1. Annual leave.
2. Sick leave.
4. Maternity leave.
5. Mourning and Iddat leave.
6. Haj leave.
7. Exceptional leave.
8. Study leave.
In all cases, an employee may not be absent from work only within the limits of the period of his approved leave.

**Annual leave**

**Article – 49**

An employee appointed at a permanent position is entitled to a permanent annual leave with total salary as under:

1. 30 days for top post.
2. 22 days for remaining posts.

**Article – 50**

1. The employee should avail of his annual leave during the year for which he is entitled to and in case he is unable to use the entire due balance for that year due to requirements and urgent circumstances of work, then he should avail of a leave the period of which should not be less than half of his annual entitlement of his leave.

2. An employee may carry forward no more than half of the unused annual leave balance to the next year and in such case he will be deprived of any access thereof;
Sick leave

Article – 51

1. A sick leave will be permitted under an approved Medical report from an Official Medical Authority for a period of no more than five working days at stretch every time and with a maximum fifteen working days in a year and in case the period of sickness excess, then the permission of such leave shall be under a Medical report issued by the Medical Committee.

2. The health condition of an employee shall be reviewed once again in case it is continued for a period of more than six months and in such case the Medical Committee may decide to extend the leave for a period of no more than additional six months or recommend termination of his service for being medically unfit.

Article – 52

An employee will be permitted for a sick leave for a period of no more than one year with a total salary in case the sickness is due to Industrial injury and in case the sickness is continued for more than that period, he shall be referred to the Medical Committee to review the condition of his sickness and the Committee may extend such leave for a period of no more than additional six months or may recommend termination of his services for being medically unfit.
Child Birth leave

Article - 53

1. A female employee appointed at a permanent position shall be granted Child Birth leave with total salary for a period of sixty days.

2. The female employee after expiry of the Child Birth leave and for a period of four months from the date of her returning to work may leave the premises of work for a period of two hours daily to breast feed her new born whether such leaving at the beginning of working hours or at the end of working hours and in all cases, these two hours shall be calculated within the salary paid working hours.

Maternity leave

Article – 54

A male employee who is bestowed with a life new born shall be granted maternity paid leave for a period of three days during the first month of the birth of his new born provided that delivery should be within the U.A.E.
Mourning and Iddat leave

**Article – 55**

An employee shall be granted a mourning leave with a total salary of five working days in case of death of any next of a kin of first degree and for a period of three days in case of death of his relative of second degree.

**Article – 56**

A Muslim female employee whose husband passes away shall be granted mourning leave with total salary for a period of four months and ten days starting from the date of demise of her husband.

Haj leave

**Article – 57**

1. A Muslim employee shall be granted Haj leave for a period of fifteen days with total salary to perform the Haj rites with a maximum twice during his service with a span of no less than ten years.

2. An employee may combine Haj leave and annual leave;
Exceptional leave

Article – 58

The Minister or whom he delegates may grant the local employee an exceptional full time leave with his total salary to carry out any works or tasks related to participation with National teams or competitions or sport activities or social or cultural programs or due to any other similar reasons which are not related directly to the work of the Ministry in which the Employee works as per the request of the concerned Official Authorities in these fields and for the periods they determine.

Article – 59

1. The Minister or whom he delegates may grant the National employee an exceptional leave with total salary of no more than two months to accompany any of his relatives up to the second degree for treatment abroad as per recommendation of an Official Medical Authority and the Minister or whom he delegates may extend this leave for a period of two additional months in case the circumstances requires so.

2. The Minister or whom he delegates may grant the National employee an exceptional leave with total salary of no more than two months non renewable to accompany his spouse or any of his relatives of the first degree in case of receiving treatment within U.A.E.
The Minister or whom he delegates may grant the National employee an exceptional leave without salary to accompany his spouse in case any of them is delegated outside U.A.E. in a mission or study leave or deputation or hiring or Official task or if has been transferred to another post or joined any of the Authorities or International or Regional Agencies outside U.A.E. provided that the period of this leave should not exceed the period prescribed for delegation or work outside U.A.E. and this leave will not be calculated within the service of the employee.

**Article – 61**

The Minister or whom he delegates may grant the National employee a full time salary paid study leave within or outside the U.A.E. with a purpose of obtaining a Degree higher than Higher Secondary School Certificate for a period equal to the term of the approved education program.

**Article – 62**

The Minister or whom he delegates may grant non National employee un-paid leave with the purpose of study and such
leave will not be calculated within the period of the service of an employee.

The executive regulation of this Decree Law shall determine the provisions and rules of study leave.

**Article – 63**

1. The Minister or whom he delegates may grant the National employee registered in any of distance learning programs within or outside U.A.E. or the National employee who joins evening classes within U.A.E. in any of the recognized Institutes a leave with total salary to appear the semester or annual exams the period of which is fixed in accordance with the approved examination schedule.

2. The national employee may be granted an additional leave preceding commencement of the examinations for a period of no more than five working days in case the examinations are held within U.A.E. and of no more than ten days in case examinations are held abroad provided that the total leave should not exceed 22 working days annually.

3. Moreover a National employee may be granted a short study leave for a period of no more than ten working days annually and for a period of two hours per day to attend the classes in any of the approved programs up to the end of the program.
Unpaid leave

Article - 64

The Minister or whom he delegates may grant an employee unpaid leave for no more than thirty days annually provided that such employee should have serious reasons which necessitates granting him such leave and it is conditional that he should have used all his annual leave and this leave will not be calculated within the period of service of the employee.

Tenth Chapter

Corporate culture

Labour relations

Article – 65

The Ministries should create a work environment to enable realization of the objectives of the Government and its employees, the feature of which should be as under:-

1. Encourage employees to submit proposals and creative and distinguished ideas.

2. Provide equal opportunities to develop and upgrade the employees in continuous consultation with them.
3. Should be safe and fair and satisfy the basic requirements of the employee.

4. Should take into consideration the cultural diversity and peculiarities of each individual employee.

5. Should provide opportunities for employees to participate in submission of proposals related to improvement of services and development of objectives.

6. Should provide a suitable environment for occupational health.

**Personal behaviour**

**Article – 66.**

The employee should behave appropriately constitutently with the criteria of approved behaviour for public jobs and should in particular undertake as under:-

1. Respect laws, rules and regulations related to discharge of duties and job responsibilities.

2. Perform the job entrusted to him carefully, accurately and fairly to realize the objectives and interests of the Ministry in which he works.
3. Exercise job tasks in good faith without negligence or violation of the Decree Law or endanger public interest.

4. Deliver distinguished services for all Clients professionally and cordially and assisting others.

5. Behave in a way which preserves the reputation of the Government in general and the entity in which he works, in particular.

6. To observe the finest moral principles in his behaviour and conduct.

7. Respect the rights and duties of his work colleagues and deal with them politely.

8. Use public funds in a way necessitated by honest, keenness and to avoid wastage.

9. Not to use the information obtained during performance of his job duties.

**Abide by standing legislations**

**Article – 67**

1. The employee should abide by the standing legislations in the U.A.E.
2. Each employee who violates employment laws or rules shall be punished as per the disciplinary action provided for in this Decree Law without prejudice to any procedures or penalties provided for in any other legislations.

3. The employee is restricted from exploiting his position or the relations he makes during his work to affect or to intervene inappropriately in the procedures carried out by the competent Investigation Authorities whether within or outside the Ministry.

**Disclosure of information**

**Article – 68.**

1. The employee during and after the end of his service at the Ministry, is restricted to disclose any classified information whether or written, electronic or verbal whatsoever be the form unless he obtains a prior written approval and whether this information is in connection with the Ministry in which he works or any other Authority.

2. The employee immediately upon end of his service at the Ministry for any reason should hand over whatever in his possession including documents, files, materials, cassettes, C.Ds., programs and any property related to the Ministry in which he works or related to any of the Ministries or other Authorities even if they do not contain classified information.
**Customer Service**

**Article – 69**

The Ministries and the Authorities, subject to the provisions of this Decree Law should serve the Customers in accordance with the best practices and standards and procedures effectively and professionally to satisfy their aspirations by enhancing distinguished relation with them and the employee towards achieving the same should carry out as under:-

1. Not to engage in any promotional activity related to Customers and to abide by complete neutrality while dealing with them.

2. Refuse any attempt by any of the Customers to offer any temptations or personal benefits with the aim of obtaining exclusive treatment and the employee in all cases should notify the competent Authorities at the Ministry about such attempts.

**Gifts and bribes**

**Article – 70**

1. An employee is restricted to accept any gifts unless the same being symbolic promotional or advertising gifts and carrying the name and the logo of the parties
which it offers provided that the Ministry shall determine the regulatory unit which shall accept the gifts on its behalf to divide the same as per the rules and the principles approved by the Ministry.

2. Gifts may not be offered or distributed only in the name of Ministry and by the approved regulatory unit.

3. With due regard to the provisions of standing legislations in the U.A.E., an employee is restricted from accepting, taking or offering or requesting bribes.

4. For the purposes of this Decree Law, a bribe means offering any amount or a certain service or anything which has moral or material value to any public servant to corrupt the orientation of work or taking any procedure which will:

   a) Accelerate any work which the employee is requested – by virtue of his work – to perform;

   b) That it leads to omission by the employee to perform a work entrusted to him;

   c) That it leads to mediation of the employee with another employee to process a transaction or to take procedures in violation to the standing legislations;

5. In all cases, an investigation to be made in all cases of suspicious bribes or those reported and if the investigation, findings are proved or in case
there are strong evidences that the employee requested or accepted or received or paid to another employee any bribe, then he shall be referred to the competent Judicial Authorities without prejudice to its rights to take the procedures related to violation against the violating employee as per the procedures and rules provided for in this Decree Law and legislations issued in implementation thereof;

**Conflict of interests**

**Article – 71**

The employee during discharging of his job duties should avoid any conflict in interest between his personal activities and the operation of Government and should avoid any work which may give rise to any suspicion of conflict of interest, in particular should avoid as under:-

1. To participate in any operation or an Official decision which directly or indirectly affects the success of any Contractor or a Supplier who is one of his relatives up to the fourth degree;

2. Participate in any decision which may lead to granting any benefits or loans or licences to any of his relatives up to the fourth degree.

3. Participate in any operation or an Official decree which directly or indirectly affects success of any Vendor or
Undertaker or a Project in which the employee is a partner in any way and leads to his obtaining a percentage or a share or indirect material benefit;

4. Exploiting his job position or leaking of any information obtained by virtue of his employment to achieve certain objectives or to obtain a service or a privileged treatment from any Authority whatsoever.

Working with third party and owning shares in Companies

**Article – 72**

1. It is restricted for non National employee to work with others with or without pay only with a prior written approval from the Ministry in which he works;

2. It is restricted for non U.A.E. National to own shares in any private Establishment or Company excluding public share holding Companies only with a prior written approval from the Authority in which he works;

3. The U.A.E. National employee may own any shares in any Company or private Establishment or manage these Companies or Establishments or to work with third parties with or without pay;

In all cases, it is conditional to satisfy the following conditions to work with third party, he should own shares in Companies or private establishments:-
a) Work should be after Official working hours;

b) That work or ownership should not affect negatively his duties or his job responsibilities and should not reflect negatively the status of the Ministry;

c) That his employment should not be connected in any form to his Official position and should not be affected by the same;

**Employment of relatives**

**Article – 73**

Under this Decree Law it is restricted to appoint employees who are related to each other with matrimonial relationship or in-laws or connected with a relationship up to the second degree in the same unit or within the same direct supervisory relationship. In all cases the employee should not participate in any decisions or recommendations related to appointment, transfer, promotion or any of those.

**Official days and working hours**

**Article – 74**

The official days and working hours of the Government shall be determined by a resolution of the Cabinet.
**Public holidays**

**Article – 75**

Public holidays of the Government are determined by a resolution of the Cabinet and the resolution shall determine the authorities authorized to announce the same.

**Preserving public funds**

**Article – 76**

The employee should preserve buildings, vehicles, equipments and appliances and other public properties owned by the Ministry and use for the purpose of work as per the standing laws and rules.

**Eleventh Chapter**

**Occupational Health**

**Health and environmental safety policy**

**Article – 77**

1. All employees and Clients should observe the approved environmental policies and rules with the objective of
maintaining the environment, safety and welfare of those employees and Clients provided that they should observe their responsibilities in realizing that objective;

2. The Ministry and the employee have to shoulder the responsibility of creating a safe and healthy work environment and to maintain the same as per the policy approved by the Government in this regard;

3. The employee shall be subject to administrative disciplinary action or judicial prosecution in case of violation or breach of any of the policies or rules referred to herein above.

**Responsibilities of the Ministry**

**Article – 78**

Towards achieving the health and environmental safety, the Ministry undertakes to carry out as under:-

1. Lay down standards and rules of health and safety including the procedures and practices governing the same;

2. Introduce the employees, customers and visitors to the procedures of health and safety;
3. Instruct and render necessary training to the employees regarding approved safety procedures;

4. Provide employees with appropriate safety equipments as per work requirement;

5. Make sure that all equipments, machineries and tools are working properly;

6. Make sure that all hazardous materials are stored as per the safety standards and rules;

7. To investigate immediately any incident, mistake and take necessary action to avoid repetition of the same;

**Article 79**

For the purposes of the provisions of this chapter, the Employee undertakes as under:

1. Observe the approved health and safety policy of the Ministry;

2. Perform his duties in a way which guarantees his safety and that of others;

3. Abstain from carrying out any hazardous job for which he is not qualified to conduct;

4. Not to abuse the equipment and safety tools provided by the Ministry;
5. Notify his Department about any condition or hazardous material which may affect his health and safety and that of others;

**Article – 80**

The Ministry should provide insurance coverage for the employee against injuries and accidents which may occur during work.

**Twelfth Chapter**

**Job Violations**

**General Principles**

**Article – 81**

1. Each employee who violates the duties provided for in this Decree Law or breaches the requirements of the duties of his position, a disciplinary action shall be initiated against him without prejudice to Civil or criminal liability, if necessary and the employee will not be exempted from administrative penalties in case it is proved that he committed the violation related to the position in implementation to a written order issued to him by his immediate Superior though he has been served a notice in writing about this violation and
in this case the liability rests with the one who issued the order;

2. The competent criminal authorities should be notified in case it is found that what is committed by the employee entails a crime;

3. The employee may not be punished for the same act or violation more than once and that more than one penalty should not be imposed upon him;

4. No disciplinary action shall be taken against an employee only after conducting a written investigation with him wherein he will be granted with appropriate opportunity to hear his statements and defence;

**Violations Committee**

At each Ministry, a Committee to be formed to be named ‘Violations Committee’ which shall be entrusted with the liability of looking into the violations committed by the employees, excluding the violations related to Official duty and to impose administrative penalties provided for in Article – 83 of this Decree Law with exception of the penalty of dismissal from service. The Executive regulation of the Law shall determine the mechanism of operation of the Committee and conduct of investigation in the violations of all types.
Administrative penalties

Article – 83

1. The penalties of violations which may be imposed upon the employee shall as per the following:-

a) Written drawing of attention;

b) Written notice;

c) Deduction from basic salary of no more than pay for ten days for each violation and no more than sixty days per annum ;

d) Dismissal from service with preserving the rights of retirement salary or end of service benefits or depriving from the same within the limits of the quarter as maximum;

2. Appropriate penalty shall be imposed upon the employee as per the seriousness and grossness of the violation committed.

General provisions

Article – 84

Resignation by the employee will not prevent continuation of the administrative procedures related to violation of 2008 on human resources or the federal government for the purpose of identity or articles of the law and having no
committed by him, it is restricted to accept the resignation or termination of his service in case he is referred to Violations Committee or to the competent Judicial Authorities only after issuance of final decision concerning him.

**Article – 85**

1. The job violation will be dropped upon death of the employee or upon lapse of two years from the date of committing the violation and such period will be disconnected by taking any investigation procedures or by referring the employee to the Violations Committee or to the competent Judicial Authorities and a new period shall be applicable from the date of last procedure taken regarding the violation:

2. In case of several employees to whom the violation is attributed, the disconnection of the period for one of them results in disconnection of period for the remaining employees even if final procedures were not taken against them provided that the new period of dropping shall commence from the next day of the last procedures taken thereof.

**Article – 86**

The Minister or whom he delegates as per the recommendation of Violations Committee, in case the interest of investigation requires so, may precautionary
suspend the violating employee from work and suspend payment of his half salary for a period of no more than three months, in case the employee is cleared or the investigation is kept in records he will be punished with drawing his attention or notice and the suspended salary will be paid to him but in case a severe punishment is imposed upon him, then the decision regarding his suspended salaries rests with the discretion of the Violations Committee.

**Article – 87**

In case the employee is referred to Court for committing a crime related to his position or on account of the same, the Minister or whom he delegates may suspend the employee from work and suspend payment of his salary till issuance of a final Judicial verdict in the crime levelled against him.

**Article – 88**

Services of the employee will be terminated in case he is convicted of any felony in connection with honour, honesty or ethics and in case of conviction of any felony or any other misdemeanor or has been convicted of punishment restricting freedom for a period of more than three months.

**Article – 89**

1. The employee shall be reinstated to his position and his suspended salaries shall be paid to him in case of
preserving the investigation records or in case of issuance of a decision of no cause of criminal action against him or cleared of the charge levelled against him provided that the same shall not prevent questioning him administratively or imposing the appropriate administrative penalties against him.

2. The employee shall be reinstated to his position without paying his suspended salaries in case he is convicted of any felony in connection with honour, honesty and has been imprisoned for a period of no more than three months or fined or in case a suspended sentence of imprisonment or fine has been issued against him.

**Article – 90**

Each employee imprisoned in implementation to a judicial sentence in a civil case, shall be suspended from work and deprived from his total salary all during his period of imprisonment, the Minister may terminate his service in case the period of imprisonment as per the Judgment exceeds three months.

**Article – 91**

The employee who is precautionary imprisonment in a crime not arising out of the crime or on account thereof, unless it is connected to one of the crimes of honour, honesty or manners, shall be treated like the employee
absconding from work provided that the period of absconding shall be deducted from the balance of his leave and if the same is insufficient, such period shall be considered as unpaid leave.

**Article - 92**

In case the decision of dismissal from service has been issued against an employee suspended from work, his service shall be considered as terminated from the date of suspension and no salaries shall be paid to him for the period of suspension.

**Article – 93**

Imposition of penalties for the violations committed by the hired employee falls within the competence of the Authority to which he is hired as per the applicable procedures and administrative penalties applicable thereto, provided that his original place of work should be informed about the violations committed by him and the administrative penalties imposed upon him.

**Article – 94**

Administrative penalties imposed upon the employee shall be revoked and shall be considered as nonexistent upon lapse of the following periods:-
1. Three months in case of drawing attention;

2. Six months in case of notice;

3. One year in case of deduction from the basic salary;

The referred to periods shall be calculated from the date of issuance of the penalty, provided that this period shall be dropped in case the employee commits any violation prior to lapse of the period prescribed for revocation of the penalty.

**Thirteenth Chapter**

**Complaints**

**General policy**

**Article 95**

The Government undertakes to prevent problems and job disputes which may occur in the work environment, to maintain effective and fair communication relations between the Ministry and its employees through adoption of immediate procedures to solve these problems and disputes, without prejudice to the right of the employee to submit complaints which should be settled through internal procedures of the Ministry, clearly and transparently and grant the employee the opportunity to defend his viewpoint.
Complaints Committee

Article – 96

At each Ministry, as per the decision of the Minister, a Committee to be formed to be named ‘Complaints Committee’ which shall be entrusted with looking into complaints against administrative penalties

Article - 97

The employee may apply to the Complaints Committee a written complaint against administrative penalties imposed by the Violations Committee against him, the decisions of the Committee shall be final in connection with complaints filed to regarding penalties of written notice and drawing of attention.

Article – 98

1. An employee may object the decision of the Complaints Committee issued in other than penalties of written notice and drawing of attention by submitting a written objection to the Authority within a period of no more than two weeks from the date of being notified of the decision, else the decision of the Complaints Committee shall be final.
2. The Authority shall propose a regulation to look into objections filed to it and submit the same to the Cabinet for approval.

**Article – 99**

An employee may submit to the Department of Human Resources any complaint related to environment of work and this includes but not limited to (tools and equipment of work, physically insult, filthy language, spreading of rumours, ridiculing the employee or his opinions, written or oral harassment) and the Department should review the complaints submitted and may decide to refer to the Violations Committee in the cases which requires so.

In all cases an employee may not object to the working hours or job degree, salary or rewards.

**Article – 100**

The Heads of Regulatory Committees at the Ministries undertakes to address the reasons and the circumstances which may lead to submission of job complaints including non prevention or negligence of complaints which is submitted or reach them and to exert necessary efforts to settle and solve the complaints of their employees amicably.
Fourteenth Chapter

Termination of Service

Reasons of termination of service

Article – 101

The service of an employee shall be terminated for any of the following reasons:-
1. Dismissal as per requirements of public interest;
2. Reaching the age of superannuation;
3. Resignation;
4. Lack of medical fitness;
5. Job inefficiency;
6. Dismissal from service as per a decision related to administrative violation or dismissal by a judicial sentence;
7. Non renewal of the special Contract or termination prior end of its period;
8. Demise;
9. Absconding from work without justifiable reason for a period of ten days as stretch or twenty several days during a year;
10. Restructuring;
11. Replacement as per the plans of Emiratization of the post of non U.A.E. Nationals provided that an employee shall be granted a grace period of two months prior to termination of his service;
Power of termination of service

Article – 102

The termination of service due to reasons mentioned in the preceding Articles shall be issued as per a decision of the Authority empowered with appointment, excluding the following:-

1. Dismissal due to the requirements of public interest wherein a Federal Decree shall be issued for those appointed under Federal Decrees and decision of the Cabinet for other employees;

2. Termination of service upon death; a decision shall be issued by the concerned Minister or whom he delegates;

Retirement

Article – 103

Service of an employee shall be terminated upon attaining the age of retirement as per the applicable laws in this regard unless otherwise his services has not been extended as per a decision of the Minister or whom he delegates.
Resignation

Article – 104

1. An employee may resign from his post as per a written application including notifying the Ministry about the period of notice which is two months for top positions and one month for remaining position or as provided for in the Contracts for those appointed under special Contracts.

2. The resignation will be accepted virtually in case the Ministry does not take the appropriate decision regarding the resignation and notify the employee about the same within two weeks from the submittal thereof.

Article – 105

1. An employee undertakes to continue his work till lapse of the period of notice not withstanding this, the Ministry as per the request of employee may reduce the period of notice after accepting the resignation and termination of his service directly provided that he should agree to pay notice allowance due to the Ministry or deduct the same from his dues provided that this period will not be calculated within the period of his service at the Ministry.
2. The Ministry on its own, during the period of notice, may terminate the services of the resigning employee provided that it should pay to him the outstanding salaries for this period provided that such period shall not be calculated within his period of service at that Ministry.

Interviews for investigating the reasons of resignation

**Article – 106**

The Department of Human Resources at the Ministry shall conduct personal interview with each employee who resigns from work or requests for non renewal of his contract with a purpose of collection of necessary data to improve and upgrade the applicable policies and systems of work.

**Termination of service due to being medically unfit**

**Article – 107**

1. The service of U.A.E. National employee shall be terminated for health reasons as per the provisions and applicable procedures at the General Authority of Pensions and Social Security;

2. The Authority empowered with appointment may terminate the service of a non U.A.E. National employee in case it is proved to the Medical Committee
that he is medically unfit to discharge the duties of his position;

3. It is conditional in all cases to grant the employee a written notice of two months or termination of his service immediately after payment of the basic salary for these two months.

**Termination of service due to job inefficiency**

**Article – 108**

As per a decision of the Minister, service of an employee may be terminated due to insufficiency in job in case of obtaining annual appraisal as per the standard determined by the system of management of performance for this purpose, after granting him a written notice for a period of three months to upgrade his performance and that it is proved that he continued to be weak during that period.

It is conditional in all cases to grant an employee a notice period of two months and to pay all his dues.

**Termination of service as per a decision related to administrative violation**

**Article – 109**

1. As per a decision of the Minister, the services of an employee may be terminated in accordance with a
recommendation of Violations Committee to terminate his service;

2. The Violations Committee shall determine its recommendation as per each case, the period of notice and the dues which may be paid or deducted from the employee as per the provisions of this Decree law and its executive regulations.

**Termination of special Contracts or non renewal of the same**

**Article – 110**

The Minister or whom he delegates shall be entitled not to renew the special Contracts or revoke the same prior to end of its period at any time provided that the employee should be granted a written notice about the same as per the conditions provided for thereof.

**Termination of service due to restructuring**

**Article – 111**

The service of an employee may be terminated as per the financial and administrative consequences arising out of restructuring of regulatory units or the jobs thereof upon coordination with the Authority.
Death

Article – 112

1. In case an employee passes away during his service at the Ministry as a result of natural death or due to accident outside the place of work, not due to committing suicide, the Ministry will make one payment for the person whom he nominates in writing before his death equivalent to the total salary of three months in addition to the total salary in the month in which the death occurred and other dues provided for in this Decree law;

2. In case the employee does not nominate the person referred to in the preceding article, these salaries shall be paid to his dependents upon his death equally among the male and female;

3. The amounts provided for in this Article are considered as a grant which may not be considered part of the dues of end of service benefits or deduct the same whatsoever, moreover it may not be attached when setting-off any amount due to the Ministry by the deceased employee.

Article – 113

In case of death of a non U.A.E. national employee during his service at the Ministry and his relative wishes to bury
him at his home country, the Ministry shall bear the cost of repatriation to the nearest International Airport in his home country in addition to one ticket for a person to accompany the body.

**End of service benefits**

**Article – 114**

1. The dues of U.A.E. National employees shall be calculated as per the provisions of Federal Law # 7 for the year 1999 on issuance of pensions and social security law and the amending laws thereof;

2. The non U.A.E. National employee upon termination of his service is entitled to end of services as under:-
   a) Basic salary for one month for each year of the first years of service;
   b) Basic salary for one and a half month for each year of the second five years of service;
   c) Basic salary for two months for each year of years of service exceeding the same;

3. An employee is not entitled to end of service benefits in case the period of his service at the Ministry is less than one year consecutively;
4. For the purpose of calculation of end of service benefits the period of notice and accumulated leave shall be calculated as part of the period of service and a part of the month is considered as full month;

5. The end of service benefits for the employee who acquires U.A.E. National shall be paid on the basis of the last basic salary he used to earn prior to acquiring the Nationality.

Fifteenth Chapter

Final Provisions

Article - 115

The employees working at any of the Ministries reserve all their acquired rights from the date the provisions of this Decree law comes into force including the balance of due annual leave balance and the executive regulations of the law will determine how to settle the balance of annual leave and other provisions related thereto.

Article – 116

A case related to administrative decisions issued in implementation to the provisions of this Decree Law will not be heard after lapse of sixty days of certain knowledge of the decision.
Article – 117

The Cabinet will issue the rules, bylaws and necessary resolutions to implement the provisions of this Decree Law.

Article – 118

1. Federal Law # 21 for the year 2001 regarding civil service at Federal Government and amending laws thereof shall be revoked and all regulatory units established by virtue thereof including the Council of Civil Service and Chamber of Civil Service, moreover any decision or provision violating the provisions of this Decree Law shall be revoked;

2. The decisions, rules and regulations implemented under Federal Law # 21 for the year 2008 shall continue to be valid including the schedule of degrees and salaries in a way that do not contradict with the provisions of this Decree Law till issuance of the regulations, rules and decisions which shall replace them.

3. The Cabinet as per the recommendation of the Authority shall issue necessary decisions regarding settlement of the status of the employees of the regulatory units which were revoked under the provisions of this Decree Law.
Article – 119

This Decree Law shall be published in the Official Gazette and shall be effective after four month from the date of its publication.

Khalifa Bin Zayed Al Nahyan
President of United Arab Emirates

Promulgated by us in the presidential Palace in Abu Dhabi
On: 25th Ramadan, 1429 H.
Corresponding to: 25th September, 2008