

Circular No (16) for 2019
On Back to School Policy issued by Cabinet Resolution No.
(2/8) of 2018,

To: All Ministries & Federal Entities

The Federal Authority for Government Human Resources (FAHR) would like to send you kind regards and wishing you all the success in your endeavors.

Pursuant to the provisions of Cabinet Resolution No. (2/8) of 2018, regarding Back to School Policy, issued on recommendation of the Ministry of State for Happiness and Wellbeing, which includes three aspects that would contribute to enhance happiness and quality of life in society and the work environment, as well as strengthen social relations.

As part of the Authority's ongoing efforts to enable the ministries and federal entities to make the best of flexible working hours achieved through the policy, we are pleased to inform you of the following:

First: The first day of school (Primary level and above):

1. An employee shall be granted permission to arrive late to work in the morning, or leave early, on the first day of school year, to escort his / her children to and from school.
2. The period of late arrival in the morning or early departure on the first day of school shall not exceed 3 hours
3. Varying school days according to prescribed curriculum must be taken into account
4. Permissions for late arrival or early departure may be granted as per the entity's regulations and approval by the direct manager

Second: Flexible working hours in the first week to attend to nursery and kindergarten children:

1. An employee may be granted in the first week of the new school year, permission to arrive late to work in the morning, or leave early on the first day of school year, to escort his / her children to and from nursery/kindergarten.
2. The total period of late arrival in the morning or early departure must not exceed 3 hours for the whole days of the first week of school year
3. Varying school days according to prescribed curriculum must be taken into account
4. Permissions for late arrival or early departure shall be granted as per the entity's regulations and approval by the direct manager

Third: Flexible working hours in other events and circumstances related to school year

The federal authorities in the UAE issued the necessary internal regulations to enable their employees to support their children at school in different aspects, provided that it does not negatively affect the entity's work flow or the HR Law in the Federal Government.

1. An employee may be granted permission for up-to 3 hours to attend parents' meetings at according to Parents' Councils Regulations
2. An employee may be granted permission for up-to 3 hours to attend graduation ceremonies and other events and activities involving children

Dr. Abdurahman Al Awar,

Issued on: Aug. 25, 2019

Director General,

Federal Authority for Government Human Resources