



Circular No. (15) for 2021

On mechanisms for benefiting from the exceptional leave granted to Federal Government employees to visit Expo 2020 Dubai

To all ministries and federal entities

The Federal Authority for Government Human Resources presents you with its best regards, wishing you further progress and prosperity.

Pursuant to the Council of Ministers' Resolution, which granted the Federal Government employees an exceptional six-day leave to enable them and their families to visit Expo 2020 Dubai; and for the purposes of implementing the Resolution referred to, the Federal Authority for Government Human Resources is pleased to announce the mechanisms and controls required to benefit from this leave for all employees of ministries and federal entities, as follows:

- 1) Federal Government employees are granted exceptional paid leave for six working days to enable them and their families to visit Expo 2020 Dubai.
- 2) The leave must be obtained during the exhibition period extending from October 1, 2021 until the end of March 2022, (one working day per month).
- 3) The employee must apply for the leave and obtain the prior approval of his/her line manager electronically.
- 4) It is not permissible to carry over any working day of this leave to the following month or to any date subsequent to the end of March 2022, and



the employee shall not be compensated as a result of not benefiting from this leave.

- 5) The federal entities operating the HR Management Information System "Bayanati" must obligate their employees to follow the leave documentation mechanism.
- 6) Federal entities not operating "Bayanati" System must update their human resources systems in accordance with the approved mechanism, and then provide the Federal Authority for Government Human Resources with data related to this leave through the existing link between their systems and "Bayanati" system via Enterprise Service Bus (ESB) Project.

Thank you for your cooperation

Issued on: October 10, 2021

The Federal Authority for Government Human Resources



الهيئة الاتحادية للموارد البشرية الحكومية
Federal Authority For Government Human Resources



EXPO 2020 EXCEPTIONAL LEAVE USER MANUAL

For Federal Government Entities are using Bayanati

نظام إدارة معلومات الموارد البشرية
في الحكومة الاتحادية

بياناتي
Bayanati

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Rules and Regulations for Expo 2020 Exceptional Leave

A new functionality has been added in Bayanati that allows Federal Government employees to apply for **Expo 2020 Exceptional Leave** to visit Expo 2020. The following conditions have been put in place:

1. Federal Government employees can apply for an exceptional paid leave for a total period of six working days to enable them and their families to visit Expo 2020.
2. The leave must be used only during the exhibition period, which starts on the 1st of October 2021 until the end of March 2022, with maximum of one working day eligibility per month.
3. The leave must be submitted through Bayanati System, after taking the necessary approvals from the direct manager.
4. Unused days cannot be carried over to the following month or to any date later than the end of March 2022, and the employee shall not be compensated for unused days.
5. Entities that are not using Bayanati system are required to update their HR systems to facilitate for this service, and then provide Federal Government of Human Resources (FAHR) with leave information via ESB integration between Bayanati and their systems.

Applying for Expo 2020 Exceptional Leave

Employees can apply for the leave as per the below steps

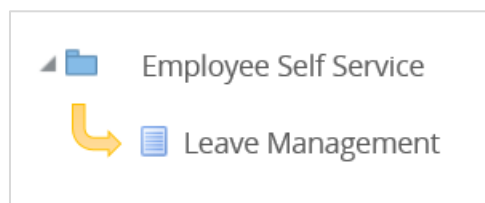
1- Open Bayanati using one of the below methods:

Within the work network	https://prd.federalerp.gov.ae/
Outside the work network	https://www.federalerp.gov.ae/



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Open the Absence form: Employee Self Service > Leave Management



2- Enter Absence Details

Leave Status
Confirmed

★ Leave Type
Expo2020 Exceptional Leave

Duration

★ Start Date
01-Nov-2021

★ End Date
01-Nov-2021

✓ TIP Start Date is required.

Days
Total 1

Calculate Duration

- **Leave Type:** Expo2020 Exceptional Leave
- **Leave Start Data and End Date:** Should be the same day (working day, from Sunday till Thursday)

The below rules should be taken into considration while applying for the leave:

Eligible for	All federal government employees
Leave validity period	From: 1 st of October 2021 Till: 31-March-2022
Absence Type	Paid – Working Days
Total number of days	6 days
Max per month	1 day per month
Attachments	Mandatory - A copy of Expo Entry Ticket or Expo Passport must be attached for verification purposes
Required Approvals	1- Direct Supervisor 2- Human Resources

3- Review Request before submitting for approval

Create Leave: Review

Cancel Printable Page Save For Later Back Submit

Personalize Stack Layout

Employee Name
Employee Official Email Address
Job
Location

Employee Number
Grade
Organization

Personalize "Basic Details Top"

Absence Details

Personalize "Absence Details"

بيانات الغياب
Absence Type
Expo2020 Exceptional Leave
Start Date
01-Nov-2021
End Date
01-Nov-2021
Days
1

Additional Information

Personalize "Additional Information"

Attachments

Personalize "Attachments"

To help approvers understand the request, you can attach supporting documents, images, or links to this action.



☒ Save Attachments

Personalize "Approvers"

Approvers

Personalize "Approvers"

Details	Line No	Approver	Approver Type	Order No	Category	Status	Delete
>	1		HR People	1	Approver		
>	2	97HR Absence الموارد البشرية	Position Control Roles	2	Approver		

Cancel Printable Page Save For Later Back Submit

Supervisor and HR Approval

- After sending the leave request by the employee, the leave request is initially approved by the direct manager
- The employee must upload documents proving the visit to Expo 2020 Dubai to the electronic system (Expo entry ticket or Expo passport)
- The documents are reviewed and audited by Human Resources Department, once verified, the leave is approved in the electronic system. Otherwise, the leave will be rejected, and then Human Resources Law in the Federal Government and its executive regulations shall be duly applied to the employee.

1- Open Notification

Worklist				
Full List (5)				
From	Type	Subject	Sent	Due
				2
	HR	طلب اجازة - Expo 2020 Dubai Visit Leave بتاريخ: 2021-10-10 يتطلب اعتماد	10-Oct-2021	10-Oct-2022

2- From Leaves Management

Create New Leave

◀ Previous

1-10

▼

Next 10 ▶

Start Date ▼	End Date ▲	Absence Type ▲	Duration		Approval Status ▲	Supporting Documents	Details	Update
			Days	Hours				
01-Nov-2021	01-Nov-2021	Expo2020 Exceptional Leave	1		Approved	 <div>1</div>		