



**Circular No.(10) of 2022**  
**On**  
**Back to School Policy, Shool Year 2022-2023**

**To: All Ministries and Federal entities,**

The Federal Authority for Government Human Resources (FAHR) presents you with the best greetings, wishing you further progress and prosperity.

Pursuant to Back to School Policy endorsed by the Cabinet, and further to our circulars on this issue, the Authority is pleased to circulate the following to enable the employees to make advantage of the flexibility contained in this policy:

**First: The First School Day (Primary School and above)**

- The employee will be given the flexibility to attend and leave on the first school day of the new school year in order accompany his/her children on the first school day.
- The flexibility period in the above-mentioned Clause 1 shall not exceed a total of three hours on the first school day.
- The difference in the commencement of the first school day according to the curriculum specified for the school by the competent authorities must be considered.
- Flexibility is granted in attendance and departure according to the applicable regulations in the entity and with the approval of the line manager.

**Second: Flexible working hours in the first week to care for nursery and kindergarten children**



- The employee will be given the flexibility to attend and leave on the first school day of the new school year in order accompany his/her children on the first school day.
- The flexibility period in the above-mentioned Clause 1 shall not exceed a total of three hours on the first school day.
- The difference in the commencement of the first school day according to the curriculum specified for the school by the competent authorities must be considered.
- Flexibility is granted in attendance and departure according to the applicable regulations in the entity and with the approval of the line manager.

### **Third: flexible work on other occasions related to the school year:**

The federal authorities issue the necessary internal regulations to enable their employees to support their children, in the following aspects, in a manner that does not prejudice the workflow of the entity and does not conflict with the Human Resources Law in the Federal Government:

- The employee may be granted permission for a period not exceeding three hours to attend parents' meetings related in order to activate the Parents Council Regulations.
- The employee may be granted permission for a period not exceeding three hours to attend graduation ceremonies, events and activities related to their children.

We also affirm the Authority's keenness to provide support to the federal entities, regarding any matter related to this policy, by communication through the channels shown below.

**Thank you for your cooperation**

**The Federal Authority for Government Human Resources**

الهيئة الاتحادية للموارد البشرية الحكومية

Federal Authority For Government Human Resources



Communication channels:

- Unified Call Center: 600525524
- Customer Happiness System (CHS): <https://www.fahr.gov.ae/CRM/en>

**This translation of the Federal Law by Decree No. 11 of 2008 on Human Resources in the Federal Government only aims at identifying and clarifying the Articles of the Law and relevant policies (and procedures) .In case of any conflict between the Arabic and English versions, the Arabic version shall prevail and overcome.**