

Circular No (36) for 2016

January 1 as deadline for balancing annual leaves in Federal Government

To: All Independent Federal Entities & Authorities

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

Pursuant to the ongoing efforts to streamline work system and unify mechanisms for balancing annual leaves entitled by Federal Government employees as per the best practices, in order to ensure human resources planning by the federal enteritis and enable employees to schedule their leaves properly and regularly;

It has been agreed with the Ministry of Finance to adopt the calendar year as criteria for balancing employee annual leaves. Therefore, January 1 every year will be the deadline for balancing the Federal Government employees' annual leaves, irrespective of the appointment date. Balancing procedure will take place as per the mechanism shown in this circular, including leave exhaustion for current employees and who will be appointed after January 01, 2017.

It should be noted that the employees' right to leaves will not be affected by the new arrangement whatsoever, and that BAYANATI system has been activated to operate according to the new mechanism (copy attached).

All ministries and federal entities are kindly requested to strictly implement the mechanism attached herein. FAHR will hold a training workshop (date to be announced later) for human resource staff in ministries and federal entities for this purpose.

Thank you for your cooperation

Dr. Abdurahman Al Awar,

Director General,

Federal Authority for Government Human Resources

Issued on November 8, 2016

Enclosure:

Copy of new mechanism for balancing annual leaves for Federal Government employees

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The Federal Authority for Government Human Resources (FAHR)

Balancing annual leaves in Federal Government

November 2016

BAYANATI

The Federal Authority for Government Human Resources (FAHR)

New Mechanism for Balancing annual leaves for Federal Government employees

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Background:

The proposal involves streamlining employee annual leaves to start from the first of January every calendar year. The system will apply on 1/1/2017 for employees appointed during 2017 and on 1/1/2018 for employees appointed before 1/1/2017, without affecting the employee or the entity.

Impacts

The proposal shall not affect employee leave entitlements or leaves to be carried over to subsequent year

Launch Date

January 1 every year will be the deadline for balancing the Federal Government employees' annual leaves, irrespective of the appointment date.

Major Steps

- Updating contract screen in BAYANATI system to make leave balance entry a mandatory field according to contract type
 - Adding alert notification for contract termination
 - Adding automatic leave balance (22 working days) to contracts of experts, consultants and those on lump sum payments, in a way that the balance could be changed manually by HR department staff
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New Mechanism for Balancing annual leaves for Federal Government employees

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Annual leaves of Federal Government employees are balanced as per the following:

1. Employees appointed before February 05, 2009:

- An employee entitled to 22 working days leave annually, will be granted on February 5, 2017, a balance of 20 working days for 2017. From January 1, 2018, and the beginning of every year thereafter, he will be granted 22 days.
- An employee entitled to 30 working days leave annually, will be granted on February 5, 2017, a balance of 27 working days for 2017. From January 1, 2018, and the beginning of every year thereafter, he will be granted 30 days.

2. Employees appointed after February 05, 2009

- An employee entitled to 22 working days leave annually, will be granted upon appointment during 2017, a balance of 22 working days for 2017, multiplied by number of days from appointment date in 2017 until the end of year, and divided into 365. From January 1, 2018, and the beginning of every year thereafter, he will be granted 22 days.
- An employee entitled to 30 working days leave annually, will be granted upon appointment during 2017, a balance of 30 working days for 2017, multiplied by number of days from appointment date in 2017 until the end of year, and divided into 365. From January 1, 2018, and the beginning of every year thereafter, he will be granted 30 days.

New Mechanism for Balancing annual leaves for Federal Government employees (Cont)

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Annual leaves of Federal Government employees are balanced as per the following:

3. Employees appointed after January, 2017:

- An employee entitled to 22 working days leave annually, will be granted upon appointment during 2017, a balance of 22 working days for 2017, multiplied by number of days from appointment date in 2017 until the end of year, and divided into 365. From January 1, 2018, and the beginning of every year thereafter, he will be granted 22 days
- An employee entitled to 30 working days leave annually, will be granted on February 5, 2017, a balance of 27 working days for 2017. From January 1, 2018, and the beginning of every year thereafter, he will be granted 30 days.

4. The employee must fulfill the following conditions, irrespective of his appointment date:

- Consume the entire leave balance for 2017. If he is unable to take the leave due to circumstance of work, 50% of unconsumed annual leave entitled may be carried over to the next year, 2018.

Role & Responsibilities

The Federal Authority for Government Human Resources

- Raise awareness among federal entities and explain the new mechanism for leave balancing
- Develop User Guidelines and train federal entities on update screen
- Provide technical support for federal entities

HR Departments at federal entities operating BAYANATI systems

- Distribute internal circular regarding the new mechanism for leave balancing
- Test modification on the system upon receiving notification from BAYANATI team
- Review current employees' leave balance and implement the new mechanism to new employees

Thank you

BAYANATI