

**Circular No (06) for 2017**  
**Mechanism for renewal and streamlining of Federal**  
**Government employees' contracts**

**To: All Ministries and Federal Entities**

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

In implementation of the Federal Law by Decree No 17 of 2016, regarding amendment of some provisions of the Human Resources Law No (11) of 2008 on HR Law in the Federal Government which enters into force on Thursday, February 9, 2017; further to the Authority's circular No 5 of 2017 regarding mechanisms for activating the Federal Law by Decree No 17 of 2016 amending some provisions of Human Resources Law; and pursuant to Article 10 of thereof, related to types of employment contracts as follows:

1. UAE nationals employment contracts
2. Full-time contracts
3. Part-time contracts
4. Temporary contracts
5. Special contracts
6. Experts and advisors employment contracts;

This is to inform you that the Authority has finalized the development of employee contract forms, and that all forms have been uploaded to the BAYANATI system, with details available on the Authority's website [www.fahr.gov.ae](http://www.fahr.gov.ae).

All ministries and federal entities are, therefore kindly requested to observe the following:

**First:** Current employees

1. Non-national employees and those appointed on special, temporary, or expert and advisors contracts:

These contracts must be renewed on termination as stipulated in the Law, Executive Regulations and according to the updated forms available at BAYANATI and the website.

2. National employees:

They have to sign the new contract forms available at BAYANATI and the website, and as per the time frame and mechanism contained therein.

**Second:** Prospective employees:

All new employees whether national or non-national, must be appointed as per the new contract forms available at BAYANATI and the website, each according to his job grade and recruitment procedure in place.

In all cases, all contract forms should be uploaded to BAYANATI system in accordance with procedures followed in this regard.

HR departments in the federal entities will be provided with all kinds of assistance and support through liaison with FAHR team shown below.

**Thank you for your cooperation**

**Dr. Abdurahman Al Awar,  
Director General,  
Federal Authority for Government Human Resources**

Issued on February 09, 2017

**Enclosure:**

Table showing Timeframe for current employees' signature on new contract forms as per the HR Law in the Federal Government

For more information, please contact:

- Hamda Al Rustamani- Senior Researcher, Legal Advice.  
Tel: 04- 231 91 63 Email: [HAAlrustamani@fahr.gov.ae](mailto:HAAlrustamani@fahr.gov.ae)
- Mariam Al Zarooni, Head, User Support Section- HRMI Dept.  
Tel: 04- 231 9003 Email: MAIZarooni@fahr.gov.ae

**Timeframe for current employees' signature on new contract forms as per the HR Law in the Federal Government**

Entity Size (No of Employees)	Timeframe
Less than 100	09/02/2017 – 31/03/2017
101 – 500	09/02/2017 – 30/04/2017
501- 3000	09/02/2017 – 30/06/2017
More than 3000	09/02/2017 – 30/09/2017

This translation of the text of Federal Law by Decree No. 11 of 2008 on human resources in the federal government and amendments thereof for the purpose of identifying articles of the law and have no legal authority and the Arabic text in the case of disagreement.