



# Executive Regulations of Human Resources Law in the Federal Government

Cabinet Resolution No. (48) of 2023 Regarding  
the Executive Regulations of the Federal  
Decree-Law No. (49) of 2022 Regarding the  
Human Resources in the Federal Government



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**We, the UAE Cabinet,**

- Pursuant to the perusal of the Constitution;
- Federal Law No. (1) of 1972 Concerning the Jurisdictions of Ministries and the Powers of Ministers and amendments thereto;
- Federal Law No. (7) of 1999 Concerning the Issuance of the Law of Pensions and Social Insurance and amendments thereto;
- Federal Law No. (8) of 2011 on the Restructure of the Country Audit Institution;
- Federal Decree-Law No. (26) of 2019 on Public Finance;
- Federal Decree-Law No. (47) of 2021 Regarding the Unified General Rules of Labor in the United Arab Emirates;
- Federal Decree-Law No. (49) of 2022 Regarding the Human Resources in the Federal Government;
- Federal Decree-Law No. (56) of 2022 Concerning the Federal Authority for Government Human Resources; and
- In accordance with the proposal of the Minister of Country for Government Development and Future, the Chairman of the Federal Authority for Government Human Recourses (FAHR), and as approved by the Cabinet;

**We do hereby enact the following:**





## Article (1) Definitions

The same definitions contained in the Federal Decree-Law No. (49) of 2022 Regarding the Human Resources in the Federal Government shall apply to this decision. Otherwise, the following words and expressions shall have the meanings assigned against each unless the context requires otherwise:

Human Resources Law / Law:	The Federal Decree-Law No. (49) of 2022 Regarding the Human Resources in the Federal Government
Chairman of the Authority:	The Chairman of the Federal Authority for Government Human Resources (FAHR).
Employment Offer:	The initial approval of the appointment by the employer.
Grades and Salary Scale:	The approved grades and salary scales for the Federal Government's employees.
Probation Period:	The period stipulated in the law that enables the entity to evaluate the employee's performance, and enables the employee to familiarize himself with his job duties and learn about the work environment, according to which the employment contract shall continue to be implemented or terminated, in accordance with the provisions stipulated in the Human Resources Law and this Resolution.
Organizational Unit:	The administrative unit that is set out in the organizational structure of the Federal Entity.

Matrix of Powers and Responsibilities:	The document issued by Chairman of the Federal Entity identifying the employees entrusted with exercising the powers that may be delegated, in accordance with the provisions of the Human Resources Law, its Executive Regulations and the decisions issued in implementation thereof.
Outsourcing:	It is the implementation of part of the tasks and operations entrusted to the Federal Entities by outsourcing some government services to companies that are contracted in accordance with the procedures established in this regard.
People with Disabilities (People of Determination):	Every person (People of Determination) suffering from a temporary or permanent, full or partial deficiency or infirmity in his physical, sensory, mental, communicational, educational or psychological abilities to an extent that limits his possibility of performing the ordinary requirements, in the circumstances faced by his/her counterparts without disabilities.
Grievance Committee:	A committee that is formed in each Federal Entity to look into the employee grievances against penalties imposed on them by the employer or any other procedures or decisions taken against employees.
Objections Committee:	A committee that is formed at the level of the Federal Government to look into the objections filed by the employees of the Federal Entities against the decisions or procedures issued against them.





## Article (2) Scope of Application

1. The provisions of this Resolution shall apply to the civil servants in the Federal Entities, including those entities whose establishing enactments provided for independent Human Resources regulations.
2. Federal Entities and their employees are excluded from the application of the provisions of this Resolution, as they are excluded by a decision of the Cabinet, provided that the exclusion decision specify the provisions and obligations of those entities. This is along with obligating these entities to provide real-time data to the human resources working therewith, including wages, salaries and all human resources-related procedures, by linking with the systems approved by the Authority.
3. The resolutions of the Cabinet issued prior to the issuance of the Federal Decree-Law No. (49) of 2022 Regarding the Human Resources in the Federal Government and this Resolution regarding excluding some Federal Entities from applying the Human Resources Law in the Federal Government or some of its provisions are valid unless the Cabinet decides otherwise.



## Article (3) Responsibilities of the Human Resources Department

1. The Human Resources Department in the Federal Entities shall implement and apply the provisions stipulated in this Resolution and any decisions or regulations issued in implementation thereof.
2. The concerned Organizational Units in each Federal Entity shall refer to that Department in all technical human resources-related matters.
3. The Human Resources Department in the Federal Entity shall refer to the Authority in matters hindering the implementation of the provisions of the Human Resources legislations adopted in the Federal Government.
4. The concerned Organizational Unit in the Federal Entity shall abide by the principles and policies stipulated in this Resolution and any decisions or regulations issued in implementation thereof. It shall also ensure applying the same to employees in a fair and equitable manner, in order to create a work environment conducive of improved performance.



## Article (4) Matrix of Delegations and Responsibilities

The Chairman of the Federal Entity shall issue a matrix of delegations and responsibilities pertaining to this Resolution in accordance with the Guiding Manual for Powers issued by the Authority in this regard.

## Human Resource Planning



## Article (5) Organizational Structure

1. Each Federal Entity shall set up its own organizational structure in line with its competences and requirements and submit the same to the Cabinet for approval.
2. When preparing and updating the organizational structures, the Federal Entities shall abide by the mechanisms contained in the Organizational Structures Development Guide approved by the Cabinet.
3. Any updates to the organizational structure at departmental level and above shall be approved by the Cabinet. While updates below this level shall be approved by the chairman of the Federal Entity in accordance with the Organizational Structure Development Guide or mechanisms approved by the Cabinet in this regard.



## Article (6) Jobs Budget

A Federal Entity shall design the jobs required by all the Organizational Units across its organizational structure, in a proper and effective manner that reflects its main objectives and processes of its operation, so as to ensure that these jobs cover all tasks assigned to the Federal Entity, avoiding any overlap or conflict between such jobs, as per the provisions of the Job Evaluation and Description System adopted by the Federal Government, as well as approved the Human Resources systems and manuals, and the Workforce Planning System.



## Article (7)

### Human Resources Budget

Each Federal Entity shall have, as part of its general budget, an annual budget for the Human Resources tailored to its approved organizational structure, according to the Workforce Planning System and the relevant Human Resources and financial systems and manuals.



## Article (8)

### Apportionment of the Financial Allocations

The Chairman of the Federal Entity or his deputy may apportion the financial allocations of vacant posts in the approved Human Resources budget, as long as they are within the budget allocations, and in compliance with the applicable financial rules in the Government, provided that such apportionments shall not constitute any additional financial burden on the approved budget of the Federal Entity or on funds allocated to the Human Resources, and as per the approved financial regulations in this regard.



## Article (9)

### Employment Options & Types of Work

1. Employment in the Federal Entities shall be subject to one of the following patterns:
  - A. **Full-Time:** Working for a single Federal Entity for the full daily working hours, throughout the official working days.
  - B. **Part-Time:** Working for a Federal Entity for a specific number of the total working hours or scheduled work days.
  - C. **Temporary Work:** Working for the full daily working hours throughout the working days, but within a temporary contract period, in order to carry out a certain work that requires to be done over a specific period, or a job that focuses on a specific function that ends with its completion, provided that its period is less than a year.
  - D. **Flexible Work:** Working for a Federal Entity with the possibility of changing the working hours or working days according to the volume of work and the economic and operational changes to the employer.

2. The types of work approved in the Federal Entities are as follows:
  - A. Working at the premises of the entity (On-site): It is the work that the employee carries out, as determined by the employer, either at its headquarters or from the premises of any of its branches, during the official working days and working hours.
  - B. Working remotely within the country: It is the work or job duties that the employee carries out from outside the original workplace but within the country (UAE), in accordance with the provisions of the Remote Work System issued by the Cabinet based on the Authority's proposal, provided that the employee receives the financial allocations defined by the same system.
  - C. Working remotely from outside the country: It is the work or job duties that the employee carries out from outside the country (Abroad), in accordance with the provisions of the Remote Work System issued by the Cabinet based on the Authority's proposal, provided that the employee receives the financial allocations defined by the same system.
  - D. Intensive working hours (compressed work week): It is when the employee opts for covering the full official weekly working hours in fewer working days per week, with a maximum of (10) ten hours per day and (4) four working days per week.
  - E. Hybrid work: It is a work system that is based on merging work from the entity's premises (on-site) with the remote work system, where an agreement and contract is concluded by the employee to carry out part of his job duties or work required of him at the entity's premises and the other part through remote work, with the possibility of combining more than one type of the other work patterns.
3. The benefits and salaries for the employees vary according to the employment pattern, the type of work contracted with the employee, and the mechanisms and benefits of the contract.

In all cases, the employer may contract with the employee to carry out the tasks required of him in the Entity's premises (on-site), outside it, or by adopting a hybrid work pattern of the above patterns, as required by the work exigency. The chairman of the Federal Entity, or his deputy, may change the employee's type of work during the term of the contract or upon its termination, based on the interest and requirements of the work and in accordance with the conditions and rules stipulated in this Resolution and the regulations issued by the Cabinet in this regard.



## Article (10) General Rules for Contracting

1. The term of the contract shall be according the type of employment and with a maximum of (3) three years that are extendable based on the job performance of the employee, with the exception of the temporary work contract whose term is less than one year, as determined by the employer.
2. The job shall be filled or the tasks agreed upon in the Federal Entities shall be filled according to one of the employment patterns and types of work set forth in Article No. (9) of this Resolution, and in accordance with the human resources procedures and systems approved by the Federal Government, including obtaining the necessary approvals from the competent authorities.



## Article (11) Mechanism for Changing employment options or Type of Work

1. Based on the work exigency, and in accordance with the approved human resources procedures, the employer may change the employment option, type of work or contracting mechanism during the term of the contract or upon its termination, in accordance with the rules stipulated in this Resolution and within the financial allocations approved in the Entity's budget.
2. The employer may, at the request of the employee, change his/her employment option or the type of work, provided that the request is in line with the work exigency of the Federal Entity, for a maximum of two times during his service period in the Federal Government.
3. In the event of changing the employment option from one to another, the mechanism for calculating vacations, promotions, bonuses and end-of-service gratuity shall be modified so that it is calculated on a pro-rata basis to the working hours and days for which the employee is contracted in comparison to the full-time contract.

In all cases, the pattern of employment or type of work of employees must not be changed before spending one year in the previous pattern.



## Article (12) Financial Allocations

The salary prescribed for a job and its associated benefits, allowances or wages for carrying out the agreed tasks will vary according to the employment option and the type of work of the employee, as follows:

1. Subject to the employment option and type of work, the employee shall be entitled to the salary of the grade assigned to him in accordance with the Grades and Salary Scale approved by the Federal Entity, the special benefits or the experts and consultants' benefits attached to this Resolution, or the wage for carrying out the services and tasks agreed upon under the contract concluded with the employee in the event that the working hours are for the full official working hours.
2. The salary or wage indicated in Clause (1) above for the part-time employee shall be calculated on a pro-rata basis to the working hours or days.
3. An employee who works on a temporary work pattern shall entitled to the salary of the grade assigned to him in accordance with the Grades and Salary Scale approved by the Federal Entity, the special benefits or the experts and consultants benefits attached to this Resolution, or the wage for carrying out the services and tasks agreed upon under the contract concluded with the employee, provided that the pattern of employment, type of work are taken into account and that the time frame of the contract is less than one year.
4. The employee working remotely shall receive the financial allocations stipulated in the Remote Work System issued by the Cabinet, based on the Authority's proposal.

### Provisions for the employment options in the Federal Government



## Article (13) Full-time Pattern

1. Appointment on full-time basis shall be made according to the following provisions:
  - A. The provision of the financial allocation for appointment in the approved budget of the Entity.

- B. The candidate for appointment must have one of the qualifications, experience or skills in the field of work of the job assigned to him in accordance with the Job Evaluation and Description System.
  - C. The employment contract must be concluded in accordance with the provisions of this Resolution.
2. According to this option, the employee shall receive the salary and benefits prescribed for his grade in accordance with the Grades and Salary Scale approved by the Federal Entity, the special benefits or the experts and consultants benefits attached to this Resolution, or the wage for carrying out the services and tasks agreed upon under the contract concluded with the employee, and according to the nature and type of the job and within the limits of the financial allocations approved in the Entity's budget.
  3. The types of work applicable to the full-time employees are as follows:
    - A. Full time in the Entity's premises (on-site), remote work within the Country (UAE), or a hybrid work pattern combining them.
    - B. Working remotely from outside the Country (Abroad) in accordance with the regulations to be issued in this regard.
    - C. Intensive working hours with a maximum of (10) ten hours per day and (4) four working days per week.
    - D. Hybrid work pattern that combines the above patterns.



## Article (14)

### Part-time Employment

1. Appointment on part-time contracts is made according to the following provisions:
  - A. The provision of the financial allocation for appointment in the approved budget of the Entity.
  - B. The candidate for appointment must have one of the qualifications, experience or skills in the field of work of the job assigned to him in accordance with the Job Evaluation and Description System.
  - C. The employment contract must be concluded in accordance with the provisions of this Resolution.

- D. The working hours shall be established to be no less than (8) hours and not more than (32) hours per week, and working days during the weekdays shall be established to be not less than one working day and not more than (4) four days per week.
  - E. Part-time working hours shall be either from the Entity's premises, outside the Entity's premises, both, or according to what is agreed upon, provided that there is no conflict with the work exigency.
2. Appointment shall be made with a monthly gross salary, determined according to the grade of the vacant position on the basis of the employee's gross salary, the special benefits or the experts and consultants benefits attached to this Resolution, or the wage for carrying out the services based on the nature and type of the job, assuming that he shall be assuming the full-time job that he is appointed for at the beginning of the appointment, divided by the number of monthly official working hours multiplied by the actual working hours that the employee works during the month.
  3. The employee's pattern of employment may be changed from a part-time pattern to a full-time pattern and vice versa at the employee's request and as determined by the employer if the work exigency so requires, provided that the change is committed to the same job and grade, the financial allocation for the grade is provided, and that it is in accordance with the provisions of this Resolution.
  4. Subject to Clause (2) of this Article, a part-time employee may be promoted or transferred in accordance with the provisions of the Human Resources Law, this Resolution and the Performance Management System.
  5. The Authority shall issue a guidance document to regulate the procedures and mechanisms for calculating wages, leaves and promotions for part-time employees in a manner consistent with the provisions of the Human Resources Law and this Resolution.
  6. In cases where no specific provisions are provided for in this Article, the other provisions and rules stipulated in this Resolution shall apply to the part-time appointed employees.
  7. The types of work applicable to the part-time employees are as follows:
    - A. Part-time in the Entity's premises (on-site), remote work within the Country (UAE), or a hybrid work pattern combining them.
    - B. Part-time remote work from outside the Country (Abroad).
    - C. A hybrid work that combines the above patterns.

8. An employee appointed on a part-time basis may work in more than one Federal Entity or work in a federal and local or private-sector entity.



## Article (15) Temporary Contract

1. A Federal Entity may appoint employees on temporary contracts under the following conditions:
  - A. Availability of financial allocation within the government entity's budget.
  - B. The candidate for appointment must have one of the qualifications, experience or skills in the field of work of the job assigned to him in accordance with the Job Evaluation and Description System.
  - C. The employment contract must be concluded in accordance with the provisions of this Resolution.
  - D. A certain work that requires to be carried out over a specific period or is focused on a specific operation that ends with its completion.
  - E. An employee appointed according to the temporary employment pattern shall be entitled to the salary of the grade assigned to him in accordance with the Grades and Salary Scale approved by the Federal Entity, the special benefits or the experts and consultants' benefits attached to this Resolution, or the wage for carrying out the services and tasks agreed upon under the contract concluded with the employee and according to the nature and type of the job.
  - F. The appointment shall be for a period less than one year. The Federal Authority may conclude a new contract with the employee if the work exigency so requires.
2. An employee appointed according to the temporary employment option shall be entitled to the following leaves:
  - A. Compassionate leave with salary in accordance with the provisions of this Resolution.
  - B. Sick leave with salary subject to a medical report approved by a medical authority for a period not exceeding (5) five continuous or separated working days, and what exceeds this period that shall be without salary.
  - C. Unpaid leave for a period of (5) five continuous or separated working days.
3. The Compassionate and sick leaves set forth in this Article shall be payable during the single contractual period.

4. The employer may terminate the contract of an employee appointed under this Article at any time during the term of the contract, provided that he is notified one month prior to the scheduled date of the termination of his service.
5. A non-national employee must have a valid residence permit in a manner that consistent with the legislations in force in the Country in this regard.
6. An employee appointed according to the temporary employment pattern shall not be entitled to an end-of-service gratuity for the period of his or her service.
7. Based on what is required by the work exigency during or upon the expiry of the temporary contract term, an employee appointed according to the temporary work pattern may be appointed to a full-time (permanent) position that fits his qualifications, experience and capacities, provided that the quality of his contract is amended and that the term of his service in the Federal Authority shall begin from the date of his appointment to the full-time (permanent) position.
8. The types of work applicable to the temporary employees are as follows:
  - A. Temporary work in the Entity's premises (on-site), remote work within the Country (UAE), or a hybrid work pattern combining them.
  - B. Temporary remote work from outside the Country (Abroad).
  - C. Temporary work with intensive working hours.
  - D. A hybrid work that combines the above patterns.



## Article (16) Flexible Work Option

1. The appointment according to the flexible work pattern shall be made in variable working times in accordance with the conditions and requirements of work, according to what is agreed upon between the employee and the employer, and in accordance with the following provisions:
  - A. The provision of the financial allocation for appointment in the approved budget of the Entity.
  - B. The candidate for appointment must have one of the qualifications, experience or skills in the field of work of the job assigned to him in



accordance with the Job Evaluation and Description System.

- C. The employment contract must be concluded in accordance with the provisions of this Resolution.
  - D. According to this pattern, the employee shall be entitled to the salary and benefits prescribed for his grade in accordance with the Grades and Salary Scale approved by the Federal Entity, the special benefits or the experts and consultants benefits attached to this Resolution, or the wage for carrying out the services and tasks agreed upon under the contract concluded with the employee, and according to the nature of the and type of the job and within the limits of the financial allocations approved in the Entity's budget.
2. The types of work applicable to the flexible-work employees are as follows:
- A. Full time in the Entity's premises (on-site), remote work within the Country (UAE), or a hybrid work pattern combining them.
  - B. Working remotely from outside the Country (Abroad) in accordance with the regulations to be issued in this regard.
  - C. Intensive working hours.
  - D. A hybrid work that combines the above patterns.



## Article (17)

### Appointment According to the Experts and Consultants Benefits

In accordance with the matrix of powers and responsibilities approved by the Federal Entity, the Chairman of the Federal Entity or his deputy may appoint experienced and competent experts and consultants needed by the Federal Entity on a full, part-time or temporary basis, in accordance with the human resources procedures and regulations adopted in the Federal Government and the following provisions:

1. The contracted person must have academic qualifications, specialized certificates and work experience in the same field of the job he/she is required to fill and accomplish its tasks.
2. The provision of the financial allocation for appointment in the approved budget of the Entity.
3. No employees appointed according to the experts and consultants'

benefits will carry out administrative or executive job duties.

4. The appointment based on the of experts and consultants' benefits shall be restricted to for the incumbents of the positions of (consultant / expert) or (assistant consultant / assistant expert).
5. Those who are contracted monthly shall receive an amount of money, including the allowances, bonuses and benefits that are agreed upon, including the end-of-service gratuity, within the limits of the financial allocations approved in the budget, and not exceeding the threshold set out in Annex (5) attached to this Resolution, while granting the employee a salary on a pro-rata basis if the pattern of employment is part-time, provided that it is disbursed from the financial regulation approved in the budget of the Federal Entity, while adhering to the Financial Procedures Manual approved by the Federal Government.
6. Notwithstanding the provisions of this Article, and subject to the approval of the Cabinet, the Chairman of the Federal Entity may grant an exclusion to appoint experts and consultants, as the work exigency so requires, without the need to meet the minimum period of experience, prescribed as (10) ten years, or exceeding the financial threshold for them, provided that the value of the required increase is available within the budget of the Federal Entity.
7. Experts and consultants shall be subject to the provisions of the leaves stipulated in this Resolution.
8. The payment of the experts and consultants' benefits shall be suspended from the employee in the event that he takes any leave for a period exceeding (3) three months for the duration of the leave, provided that it is re-disbursed after the end of the leave.
9. The contract of the employee on duty may not be amended and nor the experts and consultants' benefits may be added until twelve (12) months have elapsed since the last promotion gained by the employee.
10. The financial benefits of an employee appointed according to the experts and consultants' benefits may not be increased nor his category may be changed to a higher category unless at least three (3) years have elapsed since the last amendment.
11. The experts and consultants' benefits may only be increased for the employee within a maximum of (25%) of the last gross salary, whether when renewing or amending any of the terms of the contract.
12. An employee appointed according to the experts and consultants' benefits shall not be entitled to a periodic allowance or any other allowance, tuition fee allowance, travel ticket allowance or in-kind housing allowance.

13. Experts and consultants (UAE nationals) shall be subject to the provisions of pensions and social security approved by the Government.
14. A non-national employee appointed according to the experts and consultants' benefits shall not be entitled to an end-of-service gratuity for years of service for the Federal Entity.



## Article (18)

### Appointment According to the Special Benefits

In accordance with the matrix of powers and responsibilities approved by the Federal Entity, the Chairman of the Federal Entity or his deputy may appoint any experienced and competent people needed by the Federal Entity in accordance with the special benefits specified in Annex (6) attached to this Resolution, in any of the vacant senior positions (from the second grade to the special grade (A) or its equivalent), whether on full-time, part-time, temporary basis, from the entity's premises (on-site) or remotely, in accordance with the following provisions:

1. The approved and prescribed financial allocations for the vacant position shall be provided in accordance with the special benefits attached to this decision.
2. The candidate for appointment must have one of the qualifications and work experience, in accordance with the Job Evaluation and Description System.
3. The qualification, experience or skill must be in the same field of work as the assigned job.
4. No employees appointed according to the special benefits will carry out administrative or executive job duties.
5. No type of promotion may be combined with the increase of special benefits before the lapse of twelve (12) months since either of them.
6. The contract of an employee on the job may not be amended by adding special benefits until twelve (12) months have elapsed since the last promotion gained by the employee.
7. The special benefits consultants' benefits may only be increased for the employee within a maximum of (25) of the last gross salary, whether when renewing or amending any of the terms of the contract.

8. In accordance with the matrix of powers and responsibilities approved by the Federal Entity, the Chairman of the Federal Entity or his deputy may approve all functional and financial privileges granted in accordance with the threshold of special benefits attached to this Decision, in line with the special needs of his Entity and within the confines of the allocations listed in the budget, and not exceeding the threshold of the special benefits attached to this Resolution, while granting the employee a salary on a pro-rata basis if the pattern of employment is part-time.



## Article (19)

### Student Employment and Training Guide

The Authority shall issue a guidance document that includes the terms & conditions and rules for the employment and training of students in Federal Entities.



## Article (20)

### Priority in Appointment

1. UAE Nationals shall have priority in appointment in Federal Entities' vacancies. Non-nationals may also be appointed in case the non-national do not meet the conditions and requirements of any vacant job.
2. Discrimination among persons on the basis of race, color, sex, religion, national origin, social origin or disability is prohibited, since it would impair the equal opportunities or affect the equality in obtaining or continuing in jobs and enjoying their related rights. Discrimination in single-task jobs is also prohibited. Measures adopted by the Federal Government regarding benefiting from the capacities of Emirati cadres and enhancing their competitiveness in the Federal Entities shall not be deemed as discrimination.
3. The basic criterion for priority when hiring in Federal Entities is based on the skill set possessed by the employee and based on the results of the evaluation and tests that the employee undergoes by the employer.
4. Qualified nationals classified as people of determination shall have



customized tasks that suit their health status, provided that they are provided with all appropriate means to carry out their job duties as well as equipping their workplaces with the means and requirements that suit the nature of their special needs.

5. The Authority, in coordination with the concerned authorities, shall determine the nature of the arrangements that people of determination need in the work environment to ensure that they practice their job duties safely.



## Article (21)

### General Provisions of Employment

Subject to the Article No. (10), the employment contract shall be signed following the issuance of the appointment decision by the competent authority as per the Human Resources procedures and the approved systems in the Federal Government, and subject to the following conditions:

1. The employee shall successfully complete all medical examinations and tests determined by the Authority.
2. The employee shall submit original academic qualifications or true copies thereof, duly authenticated and equalized by the competent authority in the UAE, along with authenticated work experience certificates.
3. The employee shall assume job duties within (2) two months from the date of signing the employment offer or as specified by the Federal Entity. The period may be extended for a similar term.
4. All types of contracts shall be subject to the provisions of the Human Resources Law and this Resolution and also to the Performance Management System and other related systems and provisions contained in the contract forms annexed hereto.
5. The signing of contracts shall be in accordance with the mechanisms identified by the Authority.
6. The contract shall be the document adopted on any previous agreement with the employee.
7. An employee may be appointed according to any type of contract or work mentioned in this Resolution.



## Article (22)

### Search & Selection

1. A Federal Entity shall seek to select and appoint the most qualified candidates to fill the vacant posts, adhering to the standards of excellence, efficiency, fairness and impartiality throughout the search and selection stages.
2. The Human Resources Department in the Federal Entity shall search for the best candidates to fill their vacant posts, giving priority to filling such vacancies by candidates from within the Federal Entity.



## Article (23)

### Interviews

1. No appointment shall be made without conducting an interview with nominated candidates by the concerned department, and a candidate may not be summoned from abroad without being interviewed over the phone or via a video call.
2. The Federal Entity may conduct any tests or take any procedures towards the candidate evaluation process in accordance with the regulations and guidelines issued by the Authority.
3. The candidate that is best suited for the position in terms of qualifications and personal and professional qualities according to Job Evaluation & Description System shall be selected.
4. The Human Resources Department shall provide the selected candidate, during the final interview session, with general information about the Federal Entity as per the procedures contained in the guide to orientation program for new employees in the federal government and related regulations.
5. The Federal Entity may provide a candidate selected from abroad, with a travel ticket, in addition to accommodation expenses for up to 3 days.



## Article (24)

### Attraction, Selection & Employment

The Human Resources Department in the Federal Entity is responsible for managing and coordinating employment process to fill vacancies and provide technical assistance, advice and assistance to the concerned departments and sections in order to meet their needs by selecting most suitable candidates, according to the Human Resources and procedures in the Federal Government, and electronic & digital systems thereof.



## Article (25)

### General Rules of Appointment

Without prejudice to any conditions and requirements regarding appointment and the need that the candidate must submit the necessary supporting documents to this effect, to meet the requirements of the public post, the candidates must:

1. Be of good conduct and reputation;
2. Be at least 18 years of age;
3. Possess the required qualifications and work experience certificates, duly authenticated and equalized by the competent authority in UAE.
4. Successfully pass all tests and interviews relevant to the post;
5. Be physically fit to perform the duties of his job;
6. Not have been dismissed from the previous position for grave workplace violations, or due to being finally convicted by a competent court of a crime.
7. The applicant must have proof of his status in relation to the National and Reserve Service, if he is under one of the categories subject to the scope of application of the provisions of the Federal Law for National and Reserve Service in the Country.
8. Any other conditions determined by the Federal Entity.



## Article (26)

### Competent Appointing Authority

1. The Appointing Authority to the vacant positions in the Federal Entities shall be as follows:
  - A. By a Federal Decree upon approval of the Cabinet, for the positions at the grade of undersecretary, Director General or any of their equivalent.
  - B. By a Cabinet Resolution, for the position at the grade of Assistant Undersecretary, Executive Director or any of their equivalent.
  - C. The Appointing Authority for the remaining posts shall be authorized in accordance with the matrix of powers and responsibilities approved by the Federal Entity.
2. Employment contracts for the position of Undersecretary or Director General and the position of Assistant Undersecretary or Executive Director or the like shall be approved by the Chairman of the Federal Entity after issuing the appointment approval decision by the competent authority. The contracts for the remaining posts shall be authorized in accordance with the matrix of powers and responsibilities approved by the Federal Entity.



## Article (27)

### Appointment of Military and Civilian National Retirees in the Federal Government

1. A military or civilian retiree may be appointed to fill vacant positions or carry out the job duties in any of the Federal Entities in accordance with the legislation adopted in the Country, based on any of the patterns of employment or types of work in the Governmental Entity, provided that the candidate for appointment is not a military and civilian retiree whose services were terminated in their previous employer by suspension, dismissal or referral to retirement pension by a disciplinary decision or a final court ruling.
2. A retired military person who is appointed to the Federal Government shall be granted a lump sum on the basis of the starting grade to which he is appointed plus 50% of the prescribed housing allowance, and shall not be entitled to an end-of-service gratuity upon the termination of his service.
3. A civilian pensioner appointed in accordance with the provisions of

this Article shall be entitled to the financial allocations in accordance with the Pensions and Social Security Law.

4. A military or civilian pensioner shall not be entitled to end-of-service gratuity except within the limits of the Pensions and Social Security Law and the legislations adopted in this regard.



## Article (28) Outsourcing

The Federal Entity may outsource some of the job tasks to the outsourcing service providers in accordance with the controls mentioned in the Outsourcing Guide approved by the Cabinet.



## Article (29) Probation Period

1. Employee appointed for the first time shall be subject to a (6) six-month probation period, which may be extended for a similar period if the employee's performance during the first period was low. The Cabinet may exempt or reduce that period for those appointed at the grade of undersecretary, director general or any of their equivalent, in the Federal Entities
2. Employee transferred from an external party may be subject to the probation period referred to in Clause (1) of this Article by a decision of the competent Appointing Authority.
3. The direct superior shall closely monitor the performance and conduct of the employee during the probation period, according to the Human Resources procedures in the Federal Government and systems adopted thereof and provide him/her with assistance and advice to improve the performance and attitude. Prior to the end of probation period and based on the assessment outcome, the supervisor shall either recommend appointing the employee permanently in his position extend his/her probation period according to this Resolution, or terminate his services if he proves to be unfit for the job.
4. The employee's probation period shall be extended to the extent of any leave granted to him during the probation period.

5. During the probation period, the service of the employee may be terminated if it is proved that he is incompetent or unfit to carry out his job duties or because of his poor performance, by a decision of the competent Appointing Authority, in accordance with the approved mechanisms, provided being given a notice period of no less than five (5) working days.
6. Employee may resign from his job during the probation period, provided notifying his employer with the same, through his direct superior, within a period of not less than five (5) working days.
7. The entitlements of an employee who is terminated on grounds of occupational incompetence during probation shall be calculated as follows:
  - A. The gross payable salary up to the end of the last day worked.
  - B. Travel ticket allowance for the employee and his dependent family members leaving the Country (UAE), if it is provided for in the employment contract.



## Article (30) Code of Professional Conduct and Public Service Ethics Document

Before commencing his job duties, the employee shall review the Code of Professional Conduct and Public Service Ethics Document dedicated for the employees of the Federal Government, the Information Security System, the regulation regulating the use of social media and any manuals, rules or regulations issued later in this regard, and sign a countryment indicating that he has reviewed their content, in accordance with the mechanisms determined by the Entity.

## Bonuses and Allowances



## Article (31) Grades & Salary Scale

1. The Federal Entities' all grade and salary scales shall be approved by the Cabinet, as follows:

- A. As for general staff grades and salaries' scales, they shall be proposed by the Authority, in coordination with the Ministry of Finance, and shall then be submitted to the Cabinet for approval.
  - B. As for the Federal Entities that have their respective of grades and salaries scales, they shall be proposed by the concerned authority and submitted to the Cabinet for approval after being reviewed by the Authority and the Ministry of Finance and gathering their comments.
2. Grades & Salary Scales of the Federal Entities shall be endorsed based on the following principles:
    - A. A grade in the Federal Government shall be determined according to the mechanism adopted by Job Evaluation and Description System that is issued upon a Cabinet Resolution, at the recommendation of the Authority.
    - B. Equal pay for males and females.
    - C. Gross salary shall be approved within the grades and salaries scales.
  3. Federal Entities shall abide by the grades and salaries approved thereby in accordance with the provisions of the Human Resources Law. No exceptions or amendments may be made thereto, nor any new bonuses, allowances, annual financial rewards or grants, or other amendments may be approved, except subject to the approval of the Cabinet.
  4. Grades, salaries, and allowances scales approved by the Federal Entities prior to enforcing the provisions of Federal Decree-Law No. (49) of 2022 Regarding the Human Resources in the Federal Government and this Resolution shall remain in force and shall not be subject to any amendment except by a resolution of the Cabinet.
  5. Federal Entities that have their respective salary scales previously approved by the boards of directors shall submit such scales to the Cabinet for approval within (6) six months from the date of issuance of this Resolution.



### **Article (32)** **Effect of Appointment**

1. Upon the employee's appointment, the job shall be determined for him upon the employee's set of skills and competencies, based on the results of the evaluation and tests conducted by the employer on the employee.
2. Upon his appointment, the employee shall be granted a starting salary

linked to the job grade to which he is appointed, in accordance with the approved grade and salary scales. The employee shall be entitled to his salary from the date of his actual commencement of the job.

3. The competent Appointing Authority may grant an employee, whose experience exceeds the period required to fill the position, a (5%) of the base salary of the job grade assigned to him for each year of experience, added to the starting salary, provided that it does not exceed (50%) of the value of the base salary or the starting salary of the next grade, whichever is less, provided that the experience is in the same field of the job, the availability of the financial allocation, and in accordance with the controls and mechanisms determined by the Job Evaluation and Description System.
4. The employee's pattern of work and the type of the contract must be considered when determining the salary of the appointed employee as stipulated in this Resolution.



### **Article (33)** **Minimum Salary Limit for UAE National Employees**

The minimum salaries of UAE national employees shall be determined by a Cabinet Resolution and reviewed as required.



### **Article (34)** **Updating Grades and Salary Scale**

The Grades and Salary Scale shall be updated according to a Cabinet Resolution on a recommendation of the Authority, based on a number of factors, including:

1. Based on a proposal from the Authority, in coordination with the Ministry of Finance regarding the general cadre scales.
2. Based on a proposal from the Federal Entity after reviewing the Authority and the Ministry of Finance regarding the entities that have their respective grades and salaries scales.



## Article (35) Academic Qualification Allowance

1. A national employee holding a Master's Degree or equivalent or a PhD or equivalent is entitled to a monthly allowance as follows:
  - A. AED 1,000 for the Master's Degree holders.
  - B. AED 2,000 for the PhD holders.
2. Entitlement to this allowance shall be conditional on relevance of the qualification obtained to the nature of employee's job, without prejudice to any rights acquired prior to implementation of this Resolution.
3. This allowance shall be granted to entitled employees regardless of whether or not the qualification attained constitutes a requirement for occupying the job, provided that such certificates are certified and equated by the competent authorities in the Country (UAE) in accordance with the legislations in force.



## Article (36) Technical Allowance

1. National employees performing technical, specialized or professional jobs shall be granted a technical allowance according to percentages shown in the table set out in Annex (4) of this Resolution.
2. The technical allowance shall be granted on the following conditions:
  - A. The employee must have a university degree or equivalent or post-Secondary diploma or equivalent in his area of specialty, or have a distinguished technical skill that qualifies him to occupy technical, specialized or professional positions.
  - B. The employee must be performing a technical, specialized or professional job in his entity. The employee shall continue receiving the allowance in case he assumes a supervisory role related to these technical positions.
3. National and non-national employees in technical jobs shall continue to receive their technical allowance granted to them previously according to regulating rules in this Resolution.
4. The disbursement of this allowance shall be stopped in the event that any of the conditions for obtaining it are not fulfilled. It shall also stop

in the event that the employee is transferred, seconded, or delegated on a full-time basis to a job whose occupant is not entitled to be granted this allowance, or if he has any paid leave for a period of more than (3) three months.



## Article (37) Categories Subject to Technical and Academic Qualification Allowance

The Technical Allowance and Academic Qualification allowance set forth in Articles (35) and (36) herein, shall be granted to the national employees who are subject to Grades and Salary Scales approved by the Cabinet Resolution No. (23) Of 2012, and any subsequent amendments thereto.



## Article (38) Mechanism for Adding New Posts to Technical Allowance Entitlement

1. The Federal Committee for Job Evaluation & Description set up by the Authority undertakes the responsibility of classifying and identifying job categories eligible for technical allowance in coordination with the Federal Entities.
2. A Federal Entity wishing to add new jobs to technical, professional allowance entitlement must submit a case study to the Authority on jobs proposed to be added, and including the following points:
  - A. Job description for each proposed job.
  - B. Importance of the job compared to similar ones and at the same level in other organizational units.
  - C. A comparison of salaries and wages in the labor market for jobs to be classified as technical, specialized or professional.
  - D. Expected cost with estimated number of employees who occupy these jobs in the concerned entity.
  - E. A countryment on competing entities that attract talents in the same job category recommended for technical, specialized or professional allowance, supported by statistics.
  - F. Employee turnover rates and time required to attract incumbents targeted by the allowance, supported by statistics.



3. The Federal Entity shall submit its prospect to the Authority and the Ministry of Finance, including the jobs entitled to the technical allowance, along with the numbers and cost for endorsement, for their approval, before submitting it to the Cabinet for approval.

In all cases, the disbursement of this allowance shall be stopped when any of the conditions for granting it mentioned in this Res are not fulfilled.



### Article (39)

#### Retirement of the UAE Nationals

1. A national employee shall be enrolled in the Pension Schemes in force in the General Pension and Social Security Authority (GPSSA).
2. The employer shall deduct the monthly contributions of the insured national employees for the purpose of transferring them to the General Pension and Social Security Authority (GPSSA) in accordance with the legislations in force in this regard.



### Article (40)

#### Periodic Allowance

1. An employee shall be entitled to a periodic annual allowance as a lump sum amount included in the Grade and Salary Scales. The Allowance, which shall not exceed AED 1,000, is added to the employee's base salary on the basis of his performance appraisal outcome during the year as per the Performance Management System and shall be paid on January 1st of each year, and according to what the Federal Government's decision on whether to grant it during the annual session.
2. Subject to the provisions of Clause (1) above, the periodic allowance of the new employee shall be paid on January 1st of the subsequent year following the lapse of at least one year from the date of his appointment.

## Transfer, Delegation, Secondment and Loan



### Article (41)

#### Transfer

An employee may be transferred from on Federal entity to any other Federal or local entity, provided that such transfer does not affect the employee's financial dues, unless he agrees to do so or at his request, and he may also be transferred to the private sector upon his request, in accordance with the human resources procedures approved by the Federal Government, and in accordance with the following controls and provisions:

1. The transferred employee must meet the requirements of the position to which he is transferred.
2. His service shall be deemed to be related to the effects thereof, in accordance with the provisions of the Pensions and Social Security Law.
3. A transferred employee shall retain all his dues and annual leave accruals acquired in the original entity, if the transfer is within the Federal Government.
4. The entity to which the employee is transferred shall bear any costs and fees incurred as a result of the transfer, including any variation in instalments of contribution to the Pension Scheme, according to General Pension and Social Security Authority.
5. An employee's transfer outside the Federal Entity shall require the agreement of both borrowing and loaning entities.
6. An employee may be transferred to a position that suits his medical conditions, based on a report by the medical committee, and as per the transfer rules stipulated herein.
7. An employee may be transferred to a higher vacant post in the loaning entity, provided he meets the requirements of such post as per the provisions of the Human Resources Law, this Resolution, Job Evaluation and Description System, and in compliance with promotion rules.
8. An employee may be transferred to another Federal Entity with his job grade and financial entitlements. However, where an employee is transferred during the fiscal year, he shall continue to receive his salary and financial entitlements from the entity he is transferred to, till the end of the fiscal year, provided that the budgetary procedures are followed in this regard.
9. An employee may be transferred within the Federal Entity depending upon the requirements of work exigency.



## Article (42) Authority of transfer

Authority of transfer shall be as follows:

1. For the posts of Undersecretary, Director General, or equivalent, the transfer shall be made upon a decision by the Chairman of the Federal Entity pursuant to the Cabinet's Approval in case of transfer within the Entity, and upon a Federal decree in case of transfer outside the entity.
2. For the posts of Assistant Undersecretary or Executive Director, or equivalent, the transfer shall be made upon a decision by the Chairman of the Federal Entity pursuant to the Cabinet's Approval in case of transfer within the Entity, and upon a Cabinet resolution in case of transfer outside the entity.
3. For the remaining positions, the transfer shall be made upon a decision by the Chairman of the Federal Entity in case of transfer within the Federal Entity, and upon the approval of both the borrowing and loaning entities in case of transfer to any other entity, and as per the Human resources procedures and regulations adopted in the Federal Government.
4. Except as provided in the above clauses, an employee may be transferred by a Cabinet Resolution from his entity to any other Federal entity with or without his job grade and financial entitlements or without them.



## Article (43) Delegation

Pursuant to the Human Resources procedures in the Federal Government and approvals thereof, an employee may be delegated within the Federal Entity or another Federal Entity, upon a decision by the Chairman of the Federal Entity or his deputy, to fulfil the duties of a vacant post or to replace an absent employee, under the following conditions:

1. An employee shall not be delegated to perform more than one job in addition to his current job.
2. An employee may be delegated in addition to the current job or without them.
3. An employee must not be delegated to a job with a job grade three

grades higher than the current grade of the employee.

4. The delegation decision shall specify the term of the delegation and may be extended for similar terms by a decision issued by the same authority competent for delegation.
5. A delegated employee shall be subject to all rules applicable in the loaning entity, except the periodic allowance, promotion and termination of service, which will be subject to the provisions in force at his original employer.
6. The delegation may be terminated at any time prior to the end date.
7. Disciplinary measure on a delegated employee who commits an offence outside the Federal Entity shall be the responsibility of the entity he is delegated to, according to administrative procedures and penalties in force therein.

In all cases, the approval of the Cabinet is required to delegate the incumbents of the positions of undersecretary, director-general, assistant undersecretary, executive director or their equivalent, to any other entity.



## Article (44) Delegation Allowance

An employee on delegation shall be entitled to a delegation allowance from the entity he is delegated to as of the date he commences work, at a rate of (25%) of starting base salary of the job grade he is delegated to, provided that:

1. Delegation is made in addition to the current job.
2. The delegation period is more than two months.



## Article (45) Termination of the Delegation

An employee may, upon termination of the delegation period, be transferred or promoted to the position he is delegated to, as per the transfer and promotion rules contained in this Resolution.





## Article (46) Secondment

1. Employee may be seconded to any Federal or local entity, to companies owned by the Federal Government, or to the private sector, for a period that does not exceed one year. After such period, the employee returns to his employer or be transferred to the entity he is seconded to.
2. An employee may be seconded, upon a resolution made by the Cabinet to any Arab, regional, or international agencies or organizations. The term of Secondment may be extended for similar terms subject to the following conditions and controls:
  - A. The approval of the concerned authority in the entities he is seconded to and from.
  - B. Coordinating with the Ministry of Foreign Affairs.
3. The seconded employee shall receive his gross salary, leaves and other entitlements from the entity he is seconded to from the date of commencement of the Secondment until the date of its termination, provided that this is agreed upon before the start of the Secondment.
4. An employee seconded to regional or international entities with headquarters within or outside the Country (UAE), shall receive his gross salary from his original entity in addition to any other payments/benefits or allocations received from the entities he is seconded to. The Cabinet may grant the employee extra benefits, as required.
5. The employee is also entitled to leaves from the entity he is seconded to.
6. A Federal Entity has the right to fill a position vacated due to Secondment inside or outside the UAE. Upon return of the employee from Secondment, he shall be re-incountryd to a position specified by his original entity, without affecting his grade or financial entitlements.
7. The term of Secondment shall be reckoned in respect of pension or retirement benefits.
8. A seconded employee shall be subject to all policies and procedures applicable in the entity he is seconded to, except those related to termination of service, which is the responsibility of his original entity.

9. A seconded employee shall be disciplined by the entity he is seconded to, in line with the disciplinary penalties effective therein. His original entity must be notified of the disciplinary measures and any administrative penalties imposed on him.
10. A seconded employee shall be subject to performance evaluation in coordination with the entity he is seconded to, and as per the Performance Management System for the Federal Government employees.
11. A seconded employee may be promoted by his original entity during the Secondment period, according to procedures applicable therein. In any case, the seconded employee is not entitled to any leaves from the original entity

In all cases, the approval of the Cabinet is required to second the incumbents of the positions of undersecretary, director-general, assistant undersecretary, executive director or their equivalent, to any other entity.



## Article (47) Loan

In all cases, upon a decision by the Chairman of the Entity or his deputy, an employee may be loaned to any Federal, Local, Arab or international Governmental entities, Arab, international, regional, private authorities or organizations for a term stipulated in the loan decision, which are extendable for similar terms, under the following conditions:

1. The approval of loaning entity and the organization employee is loaned to.
2. The loan decision shall specify the entity that shall bear the salaries and entitlements of the loaned employee, including any differences in the instalments of contribution to the Pension Scheme that applies to the seconded employee.
3. The borrowing Federal Entity must obtain the approval of the Ministry of Foreign Affairs in case of wishing to loan from entities outside the Country (UAE) or from Arab, international or regional authorities and organizations.

4. The borrowing Federal Entity must obtain the approval of the Ministry of Finance to loan the employee in the event that the value of the financial allocations for the seconded employee exceeds the value of the financial allocations specified for the job grade that he will occupy on a secondment basis in the Federal Entity's budget.

In all cases, the approval of the Cabinet is required to loan the incumbents of the positions of undersecretary, director-general, assistant undersecretary, executive director or their equivalent, to any other entity.



### Article (48)

#### Extension of Secondment and Loan

Notwithstanding the provisions of Article (46) and Article (47) of this Resolution, the term of Secondment and loan between Federal Entities and any other entity shall be of a maximum of one year. The employee shall either be returned to his original employer or transferred to the entity he is seconded to, and the term shall not be extended except after obtaining the approval of the Cabinet.



### Article (49)

#### Termination of Secondment and Loan

1. Secondment or loan shall be terminated in the following cases:
  - A. The expiry of the term of Secondment or loan or the expiry of the term of its extension.
  - B. Upon a written request from the seconded or loaned employee, and the approval of both the loaning and the borrowing entities.
  - C. At the request of both the loaning and the borrowing entities.
2. The seconded employee shall return to the loaning entity within (5) five working days from the date of termination of the Secondment if it is inside the Country (UAE) and within one month if the Secondment is outside the Country, unless otherwise agreed between his original employer and the employee.
3. The party wishing to terminate the Secondment or loan must give the other Party not less than a month prior written notice of termination before the termination date of the Secondment or loan.

## Performance & Reward



### Article (50)

#### Performance Management System

The employee's performance is measured according to the Employee Performance Management System (EPMS) issued by the Cabinet upon the proposal of the Authority.



### Article (51)

#### Productivity Measurement

The Authority shall issue a guidance document to measure the productivity and efficiency of the for the Federal Government employees in order to support the entities in their endeavor to promote and achieve their goals, in accordance with standards, mechanisms and digital solutions that support productivity measurement.



### Article (52)

#### Appraisal & Rewards

Employees' performance appraisal and rewards shall be conducted in accordance with the Performance Management System for the Federal Government employees issued by the Cabinet upon the proposal of the Authority and in coordination with the Ministry of Finance.

## Promotions



### Article (53)

#### Types of Promotions

Employees may be promoted according to the following types of promotions:

1. Job promotion
2. Financial promotion

3. Exceptional Promotions (Job & Financial)
4. Fast track for promising government talent.

### **Article (54)** **Job Promotions**

Employees may be promoted according to the Human Resources procedures in the Federal Government, electronic approvals thereof, and in accordance with the following:

1. Promotion to a vacant post, as per the following conditions:
  - A. Promotion shall be to the grade that immediately follows the current grade.
  - B. The employee must meet the performance level required for promotion eligibility, according to the Performance Management System.
2. Promotion to a new post created due to restructuring or to reallocation of duties and responsibilities shall be to a position higher by two grades maximum, provided that the employee must meet the performance level required for promotion eligibility
3. Promotion may be in form of granting the employee the starting salary of the new grade or granting an increase of (10%) of the grade he is promoted to, whichever is higher.
4. An employee may not be entitled to a job promotion before the lapse of at least (3) three years from his previous exceptional promotion.

### **Article (55)** **Financial Promotions**

Upon the approval of the Chairman of the Federal Entity, an employee may be granted a financial promotion in his current grade, provided that it does not exceed a maximum of (10%) of the base salary. An employee may be promoted with a lesser percentage, on condition that he fulfils the performance level required for promotion eligibility pursuant to the Performance Management System

### **Article (56)** **Exceptional Promotions**

Upon the approval of the Chairman of the Federal Entity or his deputy, an employee may be exceptionally promoted pursuant to the Performance Management System, as follows:

1. Exceptional Job Promotion: An outstanding employee may be promoted exceptionally to a vacant post two grades higher than his current position maximum, provided that the employee is given the starting salary of the grade he is promoted to, or (20%) of his current base salary whichever is higher, and that he fulfils the skills and capacities requirements of the new job.
2. Exceptional financial promotion: A distinguished employee may be granted exceptional financial promotion with salary increase not exceeding (20%) of the base salary of the same grade.
3. The employee shall not be exceptionally promoted before the lapse of at least (3) three years from a previous exceptional promotion.

### **Article (57)** **Fast Track for Promising Government Talent**

1. Notwithstanding the provisions of this Resolution, a talented employee, who is highly efficient, outstanding achiever and considered one of the most promising leaders or competencies in the Government, may be promoted by a decision of the Chairman of the Federal Entity, according to the Fast Track for Promising Government Talent, to three job grades, provided that the following is met:
  - A. Achieving a performance level for the last two years at level (5) or its equivalent, according to the approved performance system.
  - B. The talents, competencies and skills of the employee should be reflected in the increasing quality and productivity of the employer according to performance indicators that are measured and documented and the results of evaluating the employee's capacities.
  - C. The percentage of employees classified within the category of promising government talents annually, according to the fast track, shall not exceed (5%) of the total employees working in the Federal Entity.

- D. The financial allocations for promotion should be available in the approved budget of the Entity.
  - E. An employee may only be promoted according to this track for once during his service term in the Federal Government.
  - F. The promotion of the employee according to this track shall not preclude him from obtaining any other promotion after the lapse of twelve (12) months.
2. If the promotion of an employee in accordance with this track reaches the grade of Assistant Undersecretary or Executive Director or their equivalent, it shall be upon a resolution issued by the Cabinet. If the promotion reaches the grade of Undersecretary or Director General or their equivalent, it shall be upon a Federal Decree issued therein.



## Article (58)

### General Provisions on Promotions

Promotion controls shall be as follows:

1. The provision of the financial allocation for all types of promotion.
2. The availability of a vacant post in case of financial, exceptional promotions, or the Fast Track for Promising Government Talent.
3. The issuance of promotion decision by the competent Appointment Authority except for the exceptional financial or financial promotion of the Undersecretary of the Ministry, the Director General, the Assistant Undersecretary of the Ministry or the Executive Director or equivalent in the Federal Entity, whose promotion is subject to a decision of the Chairman of the Federal Entity, after coordinating with the concerned entities in accordance with the procedures approved by the Federal Government.
4. Promotion shall be effective from the date of the decision, and no promotion shall be retroactive.
5. Seniority shall not be considered in promotions, unless performance appraisals are identical.
6. An employee shall not be entitled to any kind of promotion before the lapse of at least 12 months from his last promotion.
7. No employee shall be promoted during a study leave, except for doctors or any other category determined by the Cabinet.

8. All types of promotion shall be subject to controls contained in the Human Resources procedures in the Federal Government and electronic & digital approvals thereof, prior to the issuance of the promotion decision.
9. The employee must not have been subject to any administrative penalty during the evaluation year, unless its legal effect has been cancelled.
10. The employee must attain the required level of performance according to the approved Performance Management System.
11. A Federal Entity may not reappoint any person to a grade higher than that he was occupying within one year from the date of termination of his service, with the intention of violating promotion rules stipulated in this Resolution.
12. Priority for promotion is given to employees with specialized or professional certificates who have future skills based on the results of the capacity assessment.
13. The employee from the supervisory category must pass the capacity assessment for personnel and resources management in accordance with the guide issued by the Cabinet upon the proposal of the Authority.



## Article (59)

### Adjusting the Status of Employees

The status of employees holding university qualifications or professional or specialized certificates in the Federal Government shall be adjusted in accordance with the provisions of the Cabinet Resolution issued in this regard based on the proposal of the Authority.

## Training & Development



### Article (60) General Policy

1. The Federal Entities shall retain its own trained and qualified human resources and shall provide them with appropriate development and training opportunities in order to enhance their knowledge, capacities and skills in their current positions, in accordance with the Training and Development System issued by the Cabinet upon the proposal of the Authority.
2. When developing a training plan, the employees of the Federal Entities shall be given priority with regard to the digital and self-learning and development and training programs in order to enhance their skills through the e-learning platforms approved by the Federal Government, in accordance with the mechanisms, controls and procedures adopted in this regard.
3. The aim of training and development should be to obtain professional or specialized certificates in order to support the competencies, capacities and skills of the employees of the Federal Government in order to enhance the government workflow and in accordance with future directions.
4. The Federal Entity shall motivate its employees to engage in self-learning and continuing education opportunities so as to develop their skills and capacities.



### Article (61) Training Plans

The Federal Entities shall formulate and implement annual training and development plans for their employees at all levels, on the basis of performance appraisal outcome, and as the need arises.



### Article (62) Scholarships

1. The Federal Entities may offer scholarships for the following groups:

- A. The National high school graduates in order to study some vocational and technical disciplines.
  - B. Some of the national employees working for them, so as to complete their graduate or postgraduate studies or to obtain accredited professional certificates, according to their job and professional needs.
2. The Cabinet, upon the proposal of the Authority, shall issue a system of scholarships provided for the employees, and attract students to complete their studies to obtain university or professional degrees.



### Article (63) Training Needs and Training Registration Mechanisms

Subject to the provisions of Article (61) of this Resolution, the Federal Entity shall determine the annual training needs of its employees, in light of its adopted strategic objectives and policies, and analyze the training and development needs through multiple sources, such as annual performance evaluations of employees and their managers, and in accordance with the mechanisms of the approved training and development system.



### Article (64) Competent Authority to Issue the Delegation Decision for Training Courses and Programs

1. Employees' enrollment in training courses and programs of financial effect shall be authorized upon a decision issued in accordance with the matrix of powers and responsibilities approved by the Entity, whether the training is in person or online. This shall include all types of training, including obtaining professional or specialized certificates or to enhance skills in line with the requirements of government work.
2. In the absence of a financial effect, the employees shall be authorized to enroll in training courses and programs of any kind by the organizational unit concerned with training in the Federal Entity in coordination with the organizational unit to which the employee belongs.



## Article (65)

### Nomination to Attend Training Courses and Programs

1. Employees may be delegated to travel to join training courses or programs inside and outside the Country (UAE) within the financial allocations approved for the purpose.
2. The Federal Entities nominating some of its employees to attend training courses and programs shall:
  - A. Strictly abide by the dates of training courses and programs specified by overseas training providers.
  - B. Ensure the availability of the financial allocations within the Federal Entity's budget to cover the expenses of the delegation.
3. The training course or program shall have a direct relationship with the work carried out by the delegate or the one he will join, in accordance with his professional career path and the individual development plan that is determined by the Performance Management System and the Employee Training and Development System of the Federal Government issued by the Cabinet upon the proposal of the Authority and in accordance with the Human Resources procedures and regulations adopted in the Federal Government.



## Article (66)

### Fees for Digital Training Courses and Programs

In the event that the employee obtained the approval to enroll in a digital training program, the Federal Entity shall only bear the fees of the digital training course and program, and the fees for obtaining professional and specialized certificates. The employee shall not be entitled in this case to any allowances or other expenses that may be granted to employees who are personally delegated inside or outside the Country (UAE) to attend training programs and courses.



## Article (67)

### Duties of Trainees in the Training Courses and Programs

An Employee or a delegate travelling to attend a training course or program shall:

1. Be punctual in attending the training course or program, in accordance with the adopted schedules.
2. Preserve the reputation of the UAE.
3. Achieve the results set by the employer to measure the impact of the training.
4. Adhere to the approved training and development system.



## Article (68)

### Termination of Employee's Participation in Training Courses

1. A delegated employee's participation in a training course or program may be terminated pursuant to the matrix of powers and responsibilities due to personal circumstances, work exigency or the public interest.
2. In the event that the delegate violates the obligations stipulated in this Resolution, the course shall be terminated and the delegate shall be obliged to refund all financial allocations disbursed to him and shall be subject to appropriate disciplinary penalties.

## Official and Training Missions



## Article (69)

### Competent Authority to Issue the Delegation Decision

1. The authorization of employees to join training courses or programs shall be subject to a decision by the Authority, based on the matrix of powers and responsibilities. The Chairman of the Federal Entity may delegate non-government workers who are concerned with or specialized in the objectives of the mission on official missions outside the Country (UAE), or to include them in official delegations. The delegate shall be treated according to the category determined by the delegation decision, provided that the decision shall specify the entity to bear the expenses.
2. The delegation decision shall include a countryment indicating the nature and objectives of the mission, the employee assigned to perform it, the entity to which he is delegated, and the duration of the delegation.





## Article (70)

### Duration of Delegation on Official Missions

1. Delegation duration "outside the UAE" shall be determined by the nature of the official mission, in addition to the time spent in travelling to destination and back, provided that such time does not exceed one day before the mission and one day following it. The Chairman of the federal entity may add a day; in addition to the day specified, before or after the official mission if the duration of the delegation's travel exceeds (10) hours.
2. Travel duration "within the UAE" shall be determined by the actual days assigned to the official mission.



## Article (71)

### Duties of the Delegate in Official Missions

A delegated employee shall:

1. Observe ethical conduct standards in all their acts, in a manner that reflects the civilized image of the UAE.
2. Dedicate their time to the purpose for which they are delegated, and must behave appropriately, preserve the reputation of the UAE, and respect the traditions of the host country.
3. Inform their employer of any obstacles that may be encountered during the trip so as to overcome them through official channels.
4. Provide, immediately upon return, a detailed report on the official mission they have been delegated to perform.



## Article (72)

### Delegation Allocations in Training Programs and Official Missions

1. An employee delegated for an official mission or a Training course shall be granted in addition to his gross monthly salary, a daily travel allowance for every day spent abroad. Such allowance shall include accommodation, food and transport expenses as shown in Table (A) set out in Annex (2) of this Resolution.

2. An employee delegated to travel on official mission shall be deemed to have fully covered (full hospitality) if the country of destination provides the accommodation allowance and expenses (accommodation, food and transport).
3. If the country of destination does not provide during the official or training course, any of the accommodation (housing) expenses, the shall be deemed partially covered (partial hospitality), and the employee shall be entitled to the full travel allowance stipulated in the above-mentioned table.
4. The Federal Entity shall bear the accommodation and living expenses of the delegate on an official mission, training course or program within the Country (UAE) in addition to his gross monthly salary, provided that the distance from the workplace exceeds (100) one hundred kilometers, and the duration of the mission or training course exceeds one day.



## Article (73)

### Airline Tickets for Training Programs or Official Missions

1. The travel class for the employee delegated to be a part of an official or training mission abroad shall be determined as shown in Table (B), Annex (2) herein.
2. The employee shall be entitled to a ticket from the workplace in the UAE to the country of destination and vice versa.
3. Notwithstanding the provisions of this Resolution, the travel training class for an employee entitled to an economy class shall be amended to a business class for official missions in which the duration trip exceeds ten (10) hours.



## Article (74)

### Medical Care of Delegate on Official or Training Mission

An employee sent on an official mission, course or training program abroad shall be entitled to the expenses of medical care during the duration of the delegation, which payable upon receipts certified by the UAE Embassy, one of its related offices, or the competent health authorities in the country of destination, as the case may be, provided that these expenses are paid



from the approved budget of the Federal Entity.



## Article (75) Other Expenses

1. The government shall bear the expenses of transporting government baggage and official papers required by the official mission.
2. The employer of the employed delegated to travel on official or training mission shall obtain the required travel visas from relevant authorities and pay the fees. While the employee shall be responsible for ensuring that his passport and all required official documents are valid and in effect.

## Types of Leave



## Article (76) Leaves

1. Leaves are classified as follows:
  - A. Annual Leave.
  - B. Maternity Leave.
  - C. Parental Leave.
  - D. Sick Leave.
  - E. Compassionate Leave.
  - F. Study Leave.
  - G. Leave to perform the National Military Service and Reserve.
  - H. Unpaid Leave.
    - I. Idda Leave.
    - J. Hajj Leave.
    - K. Patient Accompanying Leave Outside UAE.

L. Patient Accompanying Leave Inside UAE

M. Sabbatical Leave to represent the UAE.

N. Entrepreneurship Leave for self-employment.

2. An employee may not be absent from work, except within the limits of his approved leave periods or with an excuse acceptable to the Entity in accordance with the provisions of this Resolution, the Human Resources Law, and the implementing regulatory decisions thereof. Otherwise, such absence from work shall be deemed inexcusable and a reason for terminating the service of that employee in accordance with the provisions of the Decree Law.



## Article (77) Annual Leave

1. Full-time employee is entitled to an annual leave with a gross salary, as follows:
  - A. (30) working days for the incumbents of positions at Grade (Special (b) and above, or equivalent.
  - B. (22) working days for the remaining positions or equivalent.
2. The Chairman of the Federal Entity may recall an employee on his annual leave if work exigency so requires, provided that the remaining days of leave are carried over to him according to the approved procedures, or he is allowed to exhaust them before the end of the year.
3. An employee may take the entire annual leave at one time or divide it into different periods, provided obtaining the approval of his direct superior. He may also combine the annual leave with any other leave he is entitled to in accordance with the provisions stipulated in the Decree-Law.
4. If an employee's leave duration changes due to a promotion or grade adjustment, his annual entitlement shall be amended accordingly as of the date of promotion or grade adjustment.
5. If an employee falls sick during his annual leave, he shall not be entitled to claim right in the sick leave period.
6. If the sick leave of an employee issued during his annual leave extends after the end of the leave, the remaining days of the sick leave shall

then be calculated from the day on which the employee is expected to commence work after the end of the annual leave, as per the rules governing sick leaves set out herein.



## Article (78)

### Provisions of Annual Leaves

1. An employee shall exhaust his annual leave for the year in which he is entitled. If he cannot take the entire balance for that year due to exigent work requirements and circumstance, he must then use up a portion not less than half of the entitled annual leave.
2. The employee may carry forward half of his balance of unexhausted and annual leave entitled to his grade to the next year, and in this case the additional days thereof shall be cancelled.
3. Except as provided for in Clause (2) of this Article, the employee who joins National and Reserves Service shall exhaust his annual leave balances entitled during his service, not later than 31 December of the year that follows the year in which he completes his national service, or he may be granted cash allowance in lieu of leave, if deemed fit by his entity, provided that the cash allowance be paid on the basis of the base salary
4. Without prejudice to the provisions of this Article, the employee shall not be entitled while in service, to any cash in lieu of the remaining and unused balance of his annual leave.
5. In the event of the termination of the employee`s service, cash in lieu of his legally entitled annual leave balance shall be reimbursed to him, calculated on the basis of the base salary
6. If the employee`s service is terminated before completing the year for which the annual leave is entitled, the number of exhausted leave days plus whatsoever entitled thereto after the service termination date shall be deducted.



## Article (79)

### Annual Leave for Educational Key-Staff

The dates of annual leave for staff in public schools and centers for the disabled / people of determination shall be determined according to what is set by the Ministry of Education, the Emirates Schools Establishment, the Ministry of Community Development, universities and higher education institutions, each within the limits of their respective powers, and other sectors may be added in accordance with this Article, upon a resolution by the Cabinet.



## Article (80)

### Reasons for Not Being Entitled to Annual Leave

An employee shall not be entitled to any annual leave during:

1. Study or scholarship leave.
2. Duration of employee`s absence from work (unpaid leave)
3. Employee`s imprisonment pursuant to a court ruling that does not legally justify termination of service.
4. Employee`s service during the probation period, if such period expires with the employee terminated for any reason whatsoever.



## Article (81)

### Maternity Leave

1. Full-time female employee shall be entitled to a fully-paid maternity leave of ninety (90) days with a gross salary.
2. The female employee shall be entitled to the maternity leave mentioned in Clause (1) of this Article if the delivery takes place after six (6) months or more of pregnancy, whether the fetus is stillborn or born alive and then dies.
3. The female employee`s access to maternity leave of absence referred to in this Article shall not prejudice her right to other leaves.

4. The service of a female employee may not be terminated or warned thereof due to pregnancy, maternity leave, or absence from work in accordance with the provisions of this Article.
5. A female employee may, for a period not exceeding (6) months from the date of delivery, leave the workplace for two hours daily to breastfeed her child. In all cases, these two periods shall not be more than 2 hours.
6. Weekends and official holidays that coincide with maternity leave shall be counted as part of the maternity leave, and also weekends and official holidays that occur at the beginning and/or end of the maternity leave.
7. Accrual of entitlements such as the end of service gratuity, pension and annual leave shall continue as usual during the approved maternity leave.
8. If a female employee is granted sick leave during the period of maternity leave, the maternity leave shall not be extended to cover the period of the sick leave granted.
9. A female employee may be entitled to maternity leave while in probation period. In such a case, the probation period is to be extended to account for the period taken up by the maternity leave.



## Article (82) Paternal Leave

An employee shall be entitled to a fully paid parental leave of five (5) working days for the employee who has a newborn (whether being a father or a mother), with a view to take care of his/her child. Such leave shall be granted continuously or intermittently within six (6) months from the date of the child's birth.



## Article (83) Sick Leave

1. An employee shall be granted a sick leave if his health condition prevents him from carry out his job duties or warding off any health risks from him and the others, subject to a medical report issued by an approved medical authority.
2. The employee must inform his direct superior, in accordance with applicable Human Resources procedures, of the sick leave as soon as it is granted unless there is an excuse that prevents him from doing so.
3. The maximum sick leave shall be calculated in one incident or during the year based on the working days.
4. Weekends and official holidays or any other leaves shall not be compensated with other days if they fall during the sick leave.
5. According to an approved medical report issued by an official medical authority, sick leave shall not exceed (5) consecutive working days in one accident, and up to (15) working days per year. If the sick leave exceeds the maximum limit referred to above, it shall then be granted as per an approved medical report issued by the Medical Committee.
6. The first (15) working days of the sick leave shall be with gross salary, and any period in excess of that shall be deducted from the employee's annual leave balance, if any; if not, it shall be considered unpaid leave.
7. If the employee exceeds the maximum sick leave of (15) working days per year, the Federal Entity shall refer the employee to the Medical Committee to decide on his health condition.
8. The condition of a sick employee shall be reviewed if it lasts more than (6) months, and the Medical Committee may decide to extend the leave for a period not exceeding (6) months or recommend termination of his services on medical grounds.
9. The provisions of Clause (6) of this Article shall not apply to the following cases:
  - A. Sickness is a result of work-related injury (Occupational Injury).
  - B. Sick leaves granted according to medical reports approved by the Medical Committee.

C. In cases where the Medical Committee decides to prevent the employee from practicing the functions of his job for a period determined by the Committee.

In the above cases, the employee shall be paid his gross salary for the duration of sick leave.

10. The employee may be granted a paid sick leave not exceeding one year with a gross salary if the sickness is a result of work-related injury. If the sickness continues for further periods, the employee shall be referred to the Medical Committee to check his health condition, and the leave may be extended for a period not exceeding further (6) months or he will be recommended for termination of service on medical grounds, in accordance with the provisions of the Pension and Social Security Law.
11. For the purpose of implementing the provisions of the Decree Law, occupational injury means any injury arising from an employee's work while carrying out his job duties, or as a result of any occupational diseases as determined by the competent Medical Committee and according to the applicable regulations. Any accident sustained by the employee on his way to or from work shall be considered an employment injury, while considering the occupational health and safety procedures.
12. The Federal Entity may extend the probation period to cover the period of sick leave granted to an employee during the probation period.



### **Article (84)** **Compassionate Leave**

1. An employee is entitled to a paid compassionate leave as follows:
  - A. For (5) days in case of the death of first-degree relatives (father, mother, son, daughter, wife).
  - B. For (3) days in case of the death of second-degree relatives (grandfather, grandmother, brothers, sisters, grandchildren).
2. Compassionate leave shall commence on the date in which the death occurs.
3. Compassionate leave, annual leave and unpaid leave may be combined.

4. The degree of kinship of one spouse is considered equivalent to the degree of kinship of the other.
5. In case compassionate leave occurs during weekends, public holidays or during days of approved leaves, the employee shall not be compensated for the compassionate leave days.
6. In case of the death of a relative, the employee shall report the incident and provide acceptable evidence on his return from the leave, according to the applicable legislation.



### **Article (85)** **Study and Exams Leaves**

1. Without prejudice to the provisions of Article (62) of this Resolution, a Federal Entity may, subject to the approval of the Chairman of the Federal Entity or his deputy, sponsor some of its national employees by granting them a paid study leave on a full-time or part-time basis, inclusive of all tuition and other fees, to complete undergraduate education from the educational institutions accredited by the Ministry of Education, provided that the qualification matches the needs of the federal entity.
2. The academic qualification, professional or specialized certificates must be in line with the future requirements and needs of the Federal Entity.



### **Article (86)** **Rules for Granting Study Leaves**

A national employee shall fulfil the following conditions to be eligible for a study leave:

1. The employee shall obtain acceptance from an institution or university, accredited by the Ministry of Education, clearly indicating the type of study, specialization and duration of study program.
2. The employee's service with the Federal Entity shall not be less than one year, except for medical staff.

3. The employee shall get a performance appraisal at the level (3) or above.
4. The proposed academic or professional qualification must be in line with the employee's career path, nature of the work and needs of the Federal Entity.
5. No employee shall combine two study leaves at a time.
6. The employee mustn't have been previously dismissed from an academic institution for disciplinary reasons or poor academic performance.
7. Authorization for study leave abroad may not be granted if the study program is available within the UAE unless the Chairman of the Federal Entity, or his deputy, decides otherwise at his own discretion.
8. The Chairman of the Federal Entity or his deputy may grant an employee a period of (6) months to study a foreign language abroad or within the UAE. The period may be further extended for not more than another (6) months, subject to the reports furnished by the UAE Embassy, the Cultural Attaché offices or diplomatic mission abroad, or the concerned educational institution within the UAE. The language study period shall be treated as a study leave.
9. The Federal Entity shall be responsible for liaising with the university or the educational institution in which a sponsored employee studies to obtain study progress reports.
10. An employee on full-time study leave shall not be entitled to annual leave throughout the duration of the study leave and shall be subject to the regulations and procedures of annual leaves applicable in the academic institution or university throughout the duration of the study leave.
11. A study leave shall be considered as a continuation of the employee's service for calculation of allowances as per the Performance Management System; and end of service gratuity or pensions.
12. Performance appraisal of an employee on full-time study leave shall be conducted based on educational attainment and reports received by his entity.



## Article (87) Extension of Study Leave

Subject to the provisions of item (1/e) of Article (89) hereunder:

1. The Chairman of the Federal Entity or his deputy may extend a study leave of an employee for urgent circumstances, provided that the application for extension is based on sound academic justifications or requirements raised by the academic institution.
2. The Chairman of the Federal Entity may grant an employee- who is still on study leave to obtain an academic qualification – another study leaves if the employee obtains an academic acceptance to study for a qualification higher than the previous one.



## Article (88) Obligations of the Delegate During Study Leave

An employee on a study leave within or outside the UAE shall abide by the following:

1. Keep a regular attendance record throughout the duration of the study course in accordance with the approved schedules.
2. Complete study requirements within the prescribed and authorized period.
3. Obtain the proposed academic qualification.
4. Not change field of specialization, educational institution, university or country without prior consent of the Chairman of the Federal Entity, or his deputy.
5. Serve the sponsoring entity for a period equal to the period spent on study leave. However, it is possible to spend such period working for a Federal or local Government Entity upon the approval of the Chairman of the Federal Entity, or his deputy. In case of non-compliance with this condition, the delegate shall be obliged to refund all expenses and financial entitlements paid to him during the study leave, pursuant to regulations governing scholarships, including the salaries he received from the employer, unless he is exempted from them in whole or in part.

6. Report to work within (15) days. If the study leave is inside the UAE, and within one-month maximum if the study leave is outside the UAE, from obtaining the academic qualification or the expiry of the study leave, whichever occurs first, otherwise the employee shall be deemed absent and be subject to rules applicable in this regard, unless otherwise agreed between the entity and the delegate.



### **Article (89)** **Termination of Study Leave**

1. The Chairman of the Federal Entity, or his deputy may terminate an employee's study leave if he:
  - A. Discontinues study without an acceptable excuse, based on academic reports issued by UAE Embassy, Cultural attaché or diplomatic missions.
  - B. Changes assigned field of study, educational institution or country of study without obtaining a prior consent from the Chairman of the Federal Entity, or his deputy.
  - C. Commits disgraceful act or engage in acts that would affect the interests or image of the UAE or violates the laws of the host country.
  - D. Fails to join the study program and If the Chairman of the Federal Entity is not convinced by the employee's justifications, the absence period shall be deducted from annual leave entitlements, and whatever exceeds these entitlements shall be considered unpaid leave.
  - E. Failing to successfully pass the prescribed exit examinations to move to the next phase of the study for more than once throughout his study, the Chairman of the Federal Entity may waive the above provision by granting an extra chance for one time.
2. The Chairman of the Federal Entity, may terminate the study leave if the work requirements or public interest so require, in which case, the employee is exempted from refunding the expenses, tuition fees and financial aid spent so far during the leave.
3. A study leave may be suspended at the request of the employee, subject to approval of the Chairman of the Federal Entity. In this case the study leave shall be extended for a period equivalent to the suspension time.

4. In all cases, the above provisions shall not prevent disciplinary measures if deemed necessary.



### **Article (90)** **Refund of Tuition Fees and Expenses**

Except what is contained in Clauses (2 & 3) of Article (89), an employee shall refund all fees, expenses and financial allocations received during his study, in the event of termination of the study, unless he is exempted wholly or partially by the applicable legislations in this regard.



### **Article (91)** **Taking End of Semester or Final Examinations**

1. The Chairman of the Federal Entity, or his deputy may grant an employee who is registered for any continuous distance or self-learning programs inside or outside the UAE, a national employee who joins regular evening study within the UAE at any accredited university, college, institute or school, or an employee enrolled in a program to obtain professional or specialized certificates to develop skills, a full paid leave to take end of semester or final examinations of such programs or postgraduate theses, provided the duration of such leave is determined based on the examination timetable. The above is not applicable to monthly tests, admission interviews or project discussions held during the semester.
2. A national employee may be granted an extra leave prior to the scheduled examination date mentioned in Clause (1) above for a period not exceeding (3) days, if the examinations are to be held outside the UAE, provided that the total number of days off shall not exceed (10) working days per year, excluding the examination leave.
3. A national employee may be granted a two-hour leave daily to attend classes for an accredited study program until the completion of the course of study, such permission shall not be granted if the study timetable does not conflict with official working hours.





## Article (92)

### Leave for UAE National Service & Reserve Forces Service

National employee shall be entitled to a paid leave to perform military and reserve forces service in accordance with the legislation in force in the Country (UAE).



## Article (93)

### Unpaid Leave

1. The Chairman of the Federal Entity, or his deputy may grant an employee an unpaid leave for a period not exceeding (30) days per year provided that the employee has genuine reasons to request such leave.
2. Unpaid leave shall be granted on the following conditions:
  - A. If the employee has exhausted his annual leave balances.
  - B. If taking the leave does not disrupt the workflow. in light of the work exigency and its requirements.
  - C. Any other conditions determined by the Federal Entity.
3. Weekends and official holidays occurring during an unpaid leave are considered an integral part thereof.
4. In exceptional emergency circumstances determined by the Cabinet, the employer may grant the employee unpaid leave during such circumstances as required by its work exigency.

## Other Leaves



## Article (94)

### Iddah Leave

1. A Muslim female employee whose husband dies is entitled to a paid Iddah leave for four months and ten days as of the date of the death.
2. The employee shall inform her direct superior of the death of her husband as per the Federal Government's Human Resources procedures and submit the death certificate of her deceased husband, duly approved and authenticated by the competent authorities within or outside the UAE depending on place of death.
3. Accrual of entitlements such as end of service gratuity, pension and annual leave shall continue as usual during the Iddah leave.



## Article (95)

### Hajj Leave

1. A Muslim employee is entitled to receive a (15) working day leave on full pay to perform the Hajj Pilgrimage once as a maximum throughout his service.
2. An employee may combine Hajj leave and annual leave.
3. Hajj leave may not be granted unless the employee successfully completes the probation period, and after return, he shall submit the supporting documents demonstrating that he performed Hajj.
4. Hajj leave which the employee did not receive is not considered an acquired right and therefore shall not be counted part of the employee's service within the annual leave balance at the end of the employee's service.



## Article (96)

### Patient Accompanying Leave Outside UAE

1. The Chairman of the Federal Entity, or his deputy may grant a national employee a full paid special leave for one month, to accompany a



relative (husband, wife, father, mother, son, daughter, brother, sister), travelling for medical treatment abroad, according to a medical report from an official medical authority in the UAE.

2. The Chairman of the Federal Entity may, based on a recommendation from the UAE embassy in the country of treatment or the Medical Committee formed at the Ministry of Health and Prevention, extend this leave for a maximum of two (2) months with a gross salary.
3. Any extension of such leave beyond what is mentioned in Clauses (1 & 2) above for any reason shall be deemed unpaid leave.
4. Any subsequent approval to grant the same employee during the year a patient accompanying leave outside UAE for the same or any other case shall be considered unpaid leave.
5. A patient accompanying leave outside UAE shall not be granted in the following cases:
  - A. If the employee works on a temporary contract, part-time contract, or works remotely.
  - B. The employee who is still on a probation period.
  - C. An employee who is undergoing treatment for poor performance.
6. Notwithstanding the provisions of this Article, for cases deemed to humanitarian cases at his own discretion, the Chairman of the Federal entity may grant or extend this leave to the employee, provided that there is a recommendation from the Medical Committee or the UAE embassy in the country of treatment, supporting the decision to grant or extend such cases.



### Article (97)

#### Patient Accompanying Leave Inside UAE

1. The Chairman of the Federal Entity or his deputy, may grant a national employee a special leave for one month on the recommendation of a medical authority, to accompany the other spouse any of his children, or parents, in case of being treated in a hospital within the UAE. The special leave shall be granted in the following manner:
  - A. The first (15) days with full pay.
  - B. The following (15) days shall be deducted from the employee's

annual leave balance, if any; otherwise it shall be considered unpaid leave.

This leave may not be extended for similar terms.

2. Upon return of the employee, he shall submit to his entity a report issued by the medical facility where the patient receives treatment, including the name of the patient, the date of his admission to the hospital, the person accompanying him and the date of discharge if he has completed the treatment; and any information requested by his entity. If the employee does not submit this report, the direct superior shall recommend to the Human Resources Department taking the necessary action against the employee.
3. A patient accompanying leave inside UAE shall not be granted in the following cases:
  - A. If the employee works on a temporary contract, part-time contract, or works remotely.
  - B. The employee who is still on a probation period.
  - C. An employee who is undergoing treatment for poor performance.
4. For cases deemed to humanitarian cases at his own discretion, the Chairman of the Federal entity may grant such leave to the employee as an exception to what is countryd in Clause (3) of this Article.



### Article (98)

#### General Rules on Leaves

1. Leaves an employee is entitled to shall be granted within limits approved by the competent authority.
2. An employee's period of service shall be continuous during any approved or authorized leaves.
3. An employee shall resume work immediately after the end of his leave, otherwise he shall be deemed absent from work.
4. An employee shall not be entitled to any of the prescribed leaves during an unauthorized absence from work.
5. The competent authority may allow an employee to take more than one type of leaves at one time, pursuant to the provisions of the Human Resources Law and this Resolution.

6. During an employee's period of transfer, delegation or Secondment to another entity, leaves and other entitlements shall be calculated up to the last day before the effective date of transfer, delegation or Secondment. Thereafter, his leave entitlements shall be authorized by the receiving entity, in accordance with applicable regulation therein.
7. An employee may not be absent from his work except within the limits of the leaves granted to him. In the event that the employee is absent from his work or does not return after the end of the leave granted to him, the following measures shall be taken in his regard:
  - A. In the event that the competent authority accepts the excuse of the absent employee, the period of absence shall be deducted from the balance of his annual leaves if he has a balance. If the balance is not enough, the extra period shall be considered an absence from work without pay and the period that is calculated as absence from work shall not be counted within the employee's period of service.
  - B. In the event that the competent authority does not accept the employee's excuse for absence from work, he shall be subject to the penalties set forth in the schedule of violations related to the official working hours leading to termination of service.

## Sabbatical Leave



### Article (99)

#### Sabbatical Leave to Represent the UAE

1. The Chairman of the Federal Entity or his deputy, may grant a national employee a fully paid special sabbatical leave for carrying out any tasks related to representing the UAE in national sports or cultural teams or for any similar purpose, not necessarily and directly related to the entity's work, upon request by official authority concerned with such activity and up to one month. The leave may be extended for similar periods, up to a maximum of (6) six months, if the activity is included in the plans and schedules of activities predetermined in the requesting entity and in a manner that does not conflict with the requirements of the employer.

2. Sabbatical leave shall be granted on the following bases:
  - A. The selected employee shall have the required qualifications; specialized expertise, skills or talent in the fields countryd in the above clause.
  - B. The selection to participate in representing the UAE shall be based upon a written official request from the official concerned authorities and for the period therein specified, subject to effective rules and regulations organizing such matters.
3. An employee on special paid leave shall receive his gross salary from his Governmental Entity, in addition to any bonuses and incentives acquired from the receiving official authority for which the employee is working during the special leave. He shall also be entitled to annual and sick leaves granted by the official authority in accordance with the regulations in force. However, the employee is not entitled to annual or sick leaves from his original entity during the period of his special leave. On recommencement of work, the annual and sick leaves for the remaining days of the year shall be calculated on pro rata basis.
4. The period spent on the leave shall constitute part of the service in calculating annual allowance, promotion and pension entitlements.
5. By the end of the special sabbatical leave, the requesting authority shall submit a report to the employee's original entity on the type of work, level of performance achievements made by the employee during such leave.



### Article (100)

#### Entrepreneurship Leave for Self-Employment

A national employee may be granted Entrepreneurship Leave for self-employment in accordance with the mechanisms and conditions determined by the Cabinet in this regard.

## Workplace Violations



### Article (101)

#### Personal Conduct & Violations

1. An employee shall demonstrate appropriate attitude and behavior in compliance with code of ethics and professional conduct document, the Information Security regulation in the Federal Government, the regulation regulating the use of social media by the Federal Government employees issued by the Cabinet, and any regulation issued later in this regard, and he must abide by the legislations in force in the UAE.
2. Any employee, who violates the job duties in accordance with the provisions of the Human Resources Law or goes against what is required by his job duties, shall be subject administrative penalties, without prejudice to civil or criminal liability, when necessary.
3. An employee shall not be exempted from administrative penalties unless it is established that in committing the offense the said employee was executing written instructions from his direct superior even after drawing the direct superior's attention to the infringement involved. In this case, the direct superior shall be held accountable.
4. Public prosecution shall be notified if the violation committed by an employee amounts to criminal act.
5. An employee shall not be penalized more than once for the same act or violation or bear more than one penalty for a single violation.



### Article (102)

#### Workplace Disputes

The Federal Entity is obliged to reduce problems and disputes that occur in the workplace by maintaining effective and fair communication relations between the Federal Entity and its employees, by adopting immediate procedures to resolve these problems and disputes, without prejudice to the employee's right to submit grievances that should be settled through the internal procedures of the Federal Entity in a clear and fair manner, while giving the employee sufficient opportunity to present his point of view.

## General Principles



### Article (103)

#### Violation Management

The Human Resources Department in the Federal Entity shall be responsible for imposing the appropriate penalty that is stipulated in Article (107) of this Resolution on any employee who commits an administrative or behavioral violation, including violations related to the official working hours, with the exception of the penalty of dismissal from service, and may recommend to the Chairman of the entity or his deputy to temporarily suspend the employee from work, seek the assistance of experts in technical matters, or form teams of specialists from within the Entity to investigate an violation of a technical nature, in cases that require so.



### Article (104)

#### Criteria for the Seriousness of Violations

The Violations Committee shall consider seriousness of the offense when imposing the penalty as per the following guidelines:

1. The extent of confidentiality breach regarding the Entity's data and information.
2. The financial implications of the violation.
3. The impact of the offence on the reputation of the Federal Entity and its employees.
4. Whether the employee is in breach of the authority vested in him.
5. All kinds of violations repeatedly committed by the employee.
6. Whether the violation amounts to criminal or ethical offence.
7. Breach of code of ethics and professional conduct document for civil servants.
8. Exploiting social media to harm the reputation of the Entity or Government.



## Article (105)

### Procedures for Referring an Employee to the Human Resources Department

1. The Human Resources Department shall be notified that an employee committed an offence from the superiors of the employee, as per the Human Resources procedures and electronic or digital systems applied in the Federal Government, indicating the alleged offence and the evidences associated with the offence.
2. The Human Resources Department in the Federal Region shall notify the offending employee of the type of violation attributed to him and summon him for investigation within a period not exceeding (3) three working days. In the event that the employee is absent on the scheduled date, the department may act and proceed with the investigation procedures in his absence.
3. The Human Resources Department in the Federal Entity shall, within (2) weeks, investigate the violation, and evidence, impose the appropriate penalty in accordance with the legislation in force, and notify the employee of the penalty imposed on him.



## Article (106)

### Procedure for Investigating Violations

1. The committee may investigate the violation committed by the employee and decide as follows:
  - A. Close the case because there is no violation.
  - B. Close the case for acquittal from charges.
  - C. Close the case if the allegations against the employee do not amount to serious violation, and there is no need to impose a penalty.
  - D. Close the case for lack of enough evidence.
  - E. Establish responsibility of the employee referred to investigation and impose on him one of the appropriate administrative penalties stipulated in this Resolution, except for termination of service, which requires submitting a recommendation to competent Appointing Authority.
2. The Human Resources Department shall provide a decision that is justified and proportionate to the established offence.

3. The employee shall receive a written notification of the penalty imposed upon him. The concerned organizational unit shall be duly informed.
4. The Chairman of the Federal Entity or his deputy may, upon the recommendation of the Human Resources Department, suspend the employee who is in breach from work and withhold half of his salary until the end of the grievance and objection procedures. In case the decision was the employee's acquittal, closing the case, or imposing a penalty of verbal or written warning against him, he shall get back the salary withheld. If a more severe penalty is imposed on the employee, the Chairman of the Federal Entity shall take the decision he deems fit on his suspended salary.
5. In case the Human Resources Department decides that the offense investigated involves financial irregularity, the case shall be brought before the Chairman of the Federal Entity to decide on referring the case to the Country Audit Bureau for investigation according to its establishing law. The Chairman of the Federal Entity or his deputy shall issue decisions to impose the penalty recommended by the Country Audit Bureau.
6. If the act involves criminal liability as well, the Human Resources Department in the Federal Entity shall make a recommendation to recommend the Chairman of the Federal Entity to refer the concerned employee to the Public prosecution. The referral of an employee to criminal investigation does not contradict with imposing administrative penalty on him, unless such administrative penalty is subject to a ruling on the criminal charge.
7. In case the Human Resource Department in the Federal Entity decides that the appropriate penalty to be imposed upon an employee is dismissal, the Department shall submit its recommendation to the competent Appointing Authority.



## Article (107)

### Administrative Penalties

1. The disciplinary penalties that may be imposed against the employee by his employer shall be as follows:
  - A. A written Attention Drawing.
  - B. A written Warning.

- C. Deductions from base salary but not exceeding (10) days per offence and (60) days per year.
  - D. Suspension from work without gross salary for a period of not less than one month and not more than three (3) months.
  - E. Dismissal from service with retirement or end-of-service entitlements.
2. The penalty imposed will be in line with the seriousness of violations committed.

## Grievances



### Article (108) Grievance Committee

Upon a decision by the Chairman of the Federal Entity, a Grievance Committee shall be formed to examine the employees' complaints against administrative penalties imposed on them by their employer or against any other procedures or decisions taken against them. The committee shall be headed by an employee from the senior management in the Federal Entity, provided that his grade is not less than the Special grade or its equivalent in the Federal Entities. The committee shall comprise of a number of members, provide that one of them is a representative of the Legal Department in the Federal Entity.



### Article (109) Competences of the Grievance Committee

The Grievance Committee shall be competent to examine grievances submitted to it by the employees against the penalties, administrative procedures or any form of grievance, by reviewing the investigation file and hearing whomever it deems appropriate to hear their countryments about the incident under investigation. It may also refer the matter to the Human Resources Department in the Federal Entity to review any aspects or deficiencies in the investigation and return it to it, complete the examination of the grievance and issue its decision thereon as follows:

1. Reject grievance in form.
2. Accept grievance in form and reject it in subject.
3. Accept grievance in form and reduce or cancel the penalty.

The complainant shall not be harmed by his grievance, and the Grievance Committee may not amend the penalty by imposing a penalty more severe than the one complained of.



### Article (110) Mechanism for Handling Objections

1. The employee may submit a grievance to the Grievance Committee in accordance with the Human Resources procedures and electronic & digital systems adopted in the Federal Government against the grievances decided by the Human Resources Department in the Federal Entity and imposed on him, or any other administrative decisions or procedures issued against him, within a period not exceeding (5) five working days from the date of informing the employee of the decision, with the exception of performance appraisal grievances, which are organized in accordance with the provisions of the Performance Management System.
2. The employee shall appeal against the decisions issued in his regard before the Grievance Committee before objecting to them before the Objections Committee formed in accordance with Article (129) of this Resolution. The submission of the grievance shall not result in suspending the implementation of the decision complained of.



### Article (111) Grievance Procedures

1. The Grievance Committee shall receive the appeal according to the Human Resources procedures adopted in the Federal Government and its electronic and digital systems.
2. The Committee shall review all the papers related to the violation or the subject of the grievance and request any clarifications related to the violation from the organizational unit to which it belongs.
3. The Grievance Committee shall hear the testimony of witnesses, if any, and discuss their countryments. The testimony of any witness may not

be heard in the presence of another, and the grievance procedures shall be confidential.

4. The Grievance Committee shall examine and issue a decision on the grievance submitted to it by the employee within (2) weeks from the date of receipt of the application.



### Article (112)

#### Decisions of the Grievance Committee

1. The decisions of the Grievance Committee shall be final in the appeals submitted to it regarding imposing the penalties of written notice-drawing and warning. The employee may object to the rest of the penalties imposed on him before the Objection Committee in accordance with the provisions of this Resolution.
2. The Federal Entity shall abide by the decision of the Grievance Committee and may not object to it.
3. The Grievance Committee shall issue its decision not to accept the appeal if the applicant does not have an interest in it or does not submit it in accordance with the periods and procedures specified in this Resolution.



### Article (113)

#### Cancellation of Legal Impact

The legal effect of penalties shall be revoked upon the expiry of the following time periods:

1. (3) Three months in case of written attention.
2. (6) Six months in case of written warning.
3. One year in the case of other penalties.

In all cases, the period shall be calculated from the date of imposing the penalty, and the cancellation of the penalty shall be considered as if null in terms of legal effect and the aforementioned penalties shall not be erased before the expiry of these periods., the Human Resources Department in the Federal Authority shall follow the Human Resources procedures and digital systems adopted in the Federal Government to maintain an electronic record of the employee on the penalties imposed on the employee.



### Article (114)

#### Complaints about the Workplace

The employee may submit to the Human Resources Department any complaint relating to the workplace. This Department shall review and study the complaints submitted to it and submit recommendations and proposed solutions in this regard to the higher management in the Entity and follow-up until they are resolved. In all cases, the employee may not object to the working hours, job grade, salary or bonuses.



### Article (115)

#### Suspension of the Employee from Work and Suspension of the Payment of His Salary

The Federal Entity may suspend the employee from work, suspend the payment of all or part of his salary and refer him to the judicial authorities, due to proven job violations that constitute criminal offenses punishable by law in accordance with the provisions set forth in the Human Resources Law and this Resolution.



### Article (116)

#### Proceeding with Administrative Procedures Related to the Violation

The resignation of the employee shall not preclude proceeding with the administrative procedures related to the violation committed by him, provided that the payment of any financial dues to the employee is suspended by the employer until the completion of the investigation procedures and the issuance of a final decision declaring he is not accountable.



### Article (117)

#### Forfeiture of the Occupational Violation

1. The job violation shall be dropped upon the death of the employee or upon the lapse of (2) two years from the date of committing it, and this period shall be interrupted in the second case when any investigation procedures are taken by the employer or by the competent judicial



authorities, and a new period shall apply from the date of the last action taken regarding the violation.

2. If there are several employees accused of committing the same violation, the interruption of the period for one of them shall result in the interruption of the period for the others, even if no conclusive measures have been taken against them for the period, provided that a new lapse period begins from the day following the last action taken.



### **Article (118)** **Referral to Court for a Criminal Offense**

If an employee is referred to the court for committing a criminal offence, the Chairman of the Federal Entity, or his deputy may suspend the employee from work and suspend the payment of his salary until a final court judgment is issued in the crime attributed to him.



### **Article (119)** **Termination of Service due to Crimes of Honor and Trust**

The employee's services shall be terminated if he is convicted of any felony or misdemeanor violating honor, trust or morals, or if he is convicted of any other felony or misdemeanor and is sentenced to any penalty restricting his freedom for a period exceeding (3) three months.



### **Article (120)** **Dealing with the Employee After Investigation or Conviction**

1. The employee shall be reinstated to his job and his suspended salary shall be paid to him in the event that the investigation with him is closed or a decision is issued that there is no basis for filing a criminal case against him or that he is acquitted of the charge attributed to him, provided that this does not prevent him from being administratively investigated and appropriate administrative penalties are imposed against him.
2. The employee shall be reinstated to his job without being paid what was suspended from his salary if he is convicted of any misdemeanor

that is not prejudicial to honor and trust and is sentenced to imprisonment for a period not exceeding (3) three months or a financial fine, or if he is sentenced to a fine or suspended imprisonment.



### **Article (121)** **Remand**

An employee who is remanded for a crime not arising from or because of the occupation, unless it is related to a crime against honor, trust or morals, shall be treated as an employee who has been absent from work, provided that the period of absence is deducted from his leave balance. If there is no enough balance, that period is considered leave without pay



### **Article (122)** **Detention Pursuant to a Court Ruling**

Every employee who is detained pursuant to a court ruling in a civil lawsuit shall be suspended from his work and deprived of his gross salary for the duration of his detention. The Chairman of the Federal Entity may terminate his services if the period of detention sentenced exceeds (3) three months.



### **Article (123)** **Suspended Employees**

If a decision of dismissal is issued against a suspended employee, his service shall be deemed terminated from the date of suspension and no salaries shall be paid to him for the period of suspension.



### **Article (124)** **Violations of the Seconded Employee**

A seconded employee shall be disciplined by the Entity he is seconded to, in line with the disciplinary procedures and penalties effective therein. His original entity must be notified of his offence and the disciplinary measures and any administrative penalties imposed on him.



### Article (125)

#### Objection to the Decision of the Grievance Committee

The employee may object in writing to the decision of the Grievance Committee issued in a non-penal written warning and attention, by submitting an objection in accordance with the Human Resources mechanisms and digital systems approved in the Federal Government, to the Objections Committee formed in the Authority in accordance with Article No. (128) of this Resolution, within a period not exceeding (5) five working days from the date of notification of the decision, otherwise the decision of the Grievance Committee shall be considered final.



### Article (126)

#### Occupational Rights of the Objector

The right of the employee to object to the decision of the Grievance Committee shall not be in prejudice to his other occupational rights that he has under the legislations in force.



### Article (127)

#### Objections

The employee's objection must include the following information:

1. Employee's name, employer, job and address.
2. A countryment of the procedures and decisions issued against him.
3. The decision issued by the Grievance Committee regarding what has been attributed to him, the date of its issuance, and notifying him thereof.
4. The subject of the objection and the reasons on which it is based, accompanied by the documents he deems to be important to submit.



### Article (128)

#### Objections Committee

A committee shall be formed in the Authority by a decision of its chairman. It shall be called the Objection Committee, and it shall be concerned with examining objections to the decisions issued by the Grievances Committee regarding penalties imposed on the employees other than those of written non-penal written warnings and attention or any procedures or decisions issued against them. The committee shall have a rapporteur chosen by the Chairman who is not one of its members and don't have a counted vote.



### Article (129)

#### Work Mechanism of the Objections Committee

The Objections Committee receives the appeal from an employee against the decision of Grievance Committee, and shall handle the issue as follows:

1. Review the appeal submitted by the concerned employee as per the decision of the Grievances Committee and all attached documents within (3) weeks as of the date the appeal was filed. In case no response is received from the employee's entity within (10) working days from addressing the entity, the Committee may decide to rely on the documents submitted.
2. In fulfilling its responsibilities, the Committee shall:
  - A. Assign whoever deemed appropriate to conduct necessary search or study related to the subject of the appeal under inquiry, the assignee shall have access to all documents and records and request any data deemed necessary to access.
  - B. Summon any employee within the entity of the appellant employee whom the Committee deems appropriate to give testimony or countryment on the subject of the objection submitted by the employee.
  - C. Communicate with any of the Federal Government employees it considers fit to clarify matters connected with the appeal.
  - D. Seek the opinion of any other competent Federal entity with regard to the objection submitted, when necessary. Seeking opinion when preparing the decision to be issued regarding the objection submitted by the employee.



### Article (130)

#### Procedures of the Objections Committee

1. The Objections Committee shall issue its decision on employees' appeals by majority, and in case of a tie the Chairman shall have a casting vote. The Committee may issue its decisions as follows:
  - A. Reject grievance in form.
  - B. Accept grievance in form and reject it in subject.
  - C. Accept grievance in form and reduce or cancel the penalty.
2. The Federal Authority is obligated to implement the decisions taken by Objections Committee related to its employee within 10 working days from the date of notice delivered to the Federal Entity.
3. The decisions issued by the Objections Committee shall be final.
4. The lawsuit filed by the employee before the court shall not be accepted according to the provisions of the Human Resources Law, this Resolution and the decisions issued for their implementation, if it was not preceded by resorting to the Grievances Committee and the Objections Committee during the periods, procedures and conditions specified in this Resolution.



### Article (131)

#### Notifying the Employee of the Decision of the Objections Committee

The employee shall be notified of the Committee's decision, along with a countryment of its reasons, within (3) three working days from the date of its issuance, and his employer shall be notified of that.



### Article (132)

#### Attending the Meeting of the Objections Committee

An employee who would resort to the Objections Committee in the Federal Entities may submit a request to the employer to obtain leave or permission from work to attend the various sessions of the Committee.



### Article (133)

#### Code of Professional Conduct and Public Service Ethics Document

1. All employees working for the Federal Entities shall read and understand the code of ethics & professional conduct document in civil service and the Information Security Regulations in the Federal Entities, the regulation regulating the use of social media by the Federal Government employees, and any manuals, rules or regulations issued later in this regard, and successfully complete training on the document as per the Human Resources procedures and in the Federal Government and electronic systems thereof.
2. The Human Resources Department within the Federal Entity shall provide appropriate methods to enable any employee who cannot undertake the training, to understand the contents of the document and sign a declaration of adherence to its provisions. The department shall also acquaint the employees with the document.
3. Any employee who fails to read, understand and undertake training on the said document shall be subject to the penalty of the Human Resources Department.
4. The Human Resources Departments at the Federal Entities shall inform and train new employees on the code of ethics & professional conduct document in civil service and the Information Security Regulations in the Federal Entities, the regulation regulating the use of social media by the Federal Government employees, and any manuals issued later in this regard



### Article (134)

#### Customer Service

The Federal Entities must serve customers in the highest professional and ethical manner and meet their needs through building strong and friendly relations with them. Specifically, employees shall:

1. not involve themselves in any promotional activity related to customers and remain impartial in their dealings with them;

2. refuse any attempt by a customer offering inducements or other personal benefits in exchange for favors or special treatment, and report such attempts to the appropriate authorities in the Federal Entity.
3. Respect others, their privacy and intellectual property and not cause harm to them or their work.
4. Show moderation in actions and dealing with everyone in accordance with the Customer Charter.



### **Article (135)** **Gifts & Bribes**

1. Employees are strictly forbidden to accept any gifts except for those of a symbolic or promotional nature that bear the logo and name of the presenting party. The Federal Entity must identify the organizational unit that may exclusively accept gifts on its behalf, and distribute these gifts within the Federal Entity according to established procedure.
2. Gifts may only be given and distributed in the name of the Federal Entity concerned, and through the organizational unit it designates.
3. As per the provisions of the applicable legislation in the UAE, employees are strictly forbidden to offer, give, request or accept any bribe.
4. Under this Resolution, the bribe involves giving a payment or providing a service or any giving of either commercial or moral value to a public employee in order to corrupt the course of business to:
  - A. speed up a process that employees are required to perform as part of their work
  - B. prevent employees from performing their assignments.
  - C. ask an employee to improperly persuade another employee to complete a transaction or take actions in violation of applicable regulations.

In any case, all suspected or reported cases of bribery shall be investigated. If an official investigation confirms that an employee has paid, received or asked for a bribe for another employee, he/she shall be referred to the judicial authorities, without prejudice to the Federal Entity's right to take actions related to violations against the offending employee in accordance with the procedures and controls stipulated in the Human Resources Law and this Resolution.



### **Article (136)** **Conflict of Interest**

Employees must avoid, while carrying out their job duties, any conflict of interest between their private activities and government interests and operations. They shall not place themselves in any position where allegations of conflict of interest could be made. Specifically, they should not:

1. involve themselves in any official process or decision that would directly or indirectly influence the success of a contractor, supplier, or any other business venture owned by them or any of their relatives up to 4th degree of family relationship;
2. participate in a decision that may result in the granting of benefits to any of their relatives till the 4th degree of family and kinship relationship;
3. involve themselves in any official process or decision that would directly or indirectly influence the success of a contractor, supplier, or any other business venture in which the employee has a partnership and that might lead to acquiring direct or indirect percentage, share or benefit;
4. misuse their position, or leak information gained in the course of their work, to achieve specific goals or to obtain favors or privileged treatment whatsoever.



### **Article (137)** **Working with Third Parties**

Employees are not allowed to be employed by others, on a paid or an unpaid basis without the prior written consent of their Federal Entity. In all cases Employees' work with third parties must shall not negatively affect their job duties and tasks, and shall not reflect negatively on the Federal Entity.



### **Article (138)** **Employment of Relatives**

It is strictly prohibited to employ relatives up to the 2nd degree of family relationship or any people who are related either by blood or marriage,

or in the same organizational unit or direct supervisory line relationship. In all cases, employees must not be involved in decisions on employment, transfer or promotion related to any of these relatives.



### **Article (139)**

#### **Occupational Health and Safety Policy**

The Authority shall issue a manual for the occupational health and safety for the Federal Government employees.



### **Article (140)**

#### **Official Working Days and Hours**

1. Official working days and hours at the Federal Entities throughout the year are determined by a resolution issued by the Cabinet.
2. The Chairman of the Federal Entity may make necessary arrangements for flexible working hours as needed and within the limits of the approved normal working hours per week.
3. The official holidays of the Federal Government shall be determined by a resolution issued by the Cabinet.



### **Article (141)**

#### **Shift System**

1. The shift system means providing service (24) hours a day through shift system among the employees within certain periods or hours to provide the services or carry out the job tasks.
2. A Federal Entity may apply shift system on all or part of the positions or organizational divisions within its structure, depending on its and requirements and nature of work, provided that the total working hours per week shall not exceed (48) hours.



### **Article (142)**

#### **Compliance with Official Working Hours**

1. All employees, must observe the prescribed timing of working hours and sign in and out of work electronically or by any other means approved by the Entity, which indicates the actual working time within the scheduled dates for the approved work pattern.
2. The Chairman of Federal Entity, or his deputy, may exempt certain employees from signing in and out, as he deems fit, if the nature of their work requires such exemption.
3. An employee, who fails to report to work and leave on time for any reason beyond his control, shall inform his direct superior, according to the mechanisms specified by the Entity.
4. Working hours shall be devoted to performing job duties and responsibilities and in no circumstance an employee shall leave the workplace during working hours without prior permission from his direct superior, as per the Human Resources procedures in the Federal Entity and electronic system thereof.
5. The employee who works remotely shall perform the tasks and assignments required of him at the times and dates determined by his employer and in accordance with the approved remote work regulations in this regard.



### **Article (143)**

#### **Working Hours' Violations**

1. The direct superior shall bear the highest responsibility for reporting on adherence of his subordinates to working hours and taking the necessary action to impose penalty and inform Human Resources Department. Pursuant to the regulations adopted in the Federal Government, the Human Resources Department shall verify working hours' violations and ensure that the concerned direct superior is abiding by the penalties set forth in Table (3) annexed hereto.
2. The Human Resources Department shall ensure that direct superiors are assuming their role in following up their subordinates' compliance with the prescribed working hours' schedule; and if any direct supervisor fails to do so, he shall be subject to penalties in accordance with the legislations in force.

3. The table of official working hours' violations contained in Annex (3) attached to this Resolution may be amended by a decision of the Chairman of Authority, if the public interest so requires.
4. Penalties imposed upon employees shall be based on justifiable reasons and the concerned employee must be informed within (3) days as of issuance of such decision.
5. No employee may be penalized more than once for one and the same violation.
6. In case an employee commits more than one violation in one week, each violation shall be treated separately in terms of type and repeated in terms of number of occurrences. The concerned direct superior, in coordination with Human Resources Department, shall impose the heaviest possible penalty for the most serious violation in light of its parallel in the table of violations, regardless of the principle of gradation of penalties.
7. If an employee repeats the same violation for the fourth time during the year, the Human Resources Department in the Federal Entity shall decide a higher penalty in accordance with the types of penalties indicated in Article No. (107) of this Resolution.



### Article (144)

#### Compensation for Work in Weekends

1. The direct superior may assign an employee to carry out work during weekends if deemed necessary as of work requirements.
2. An employee who works on weekends shall be granted days equal to the number of days he worked during weekend in compensation.
3. In all cases, an employee may not be paid in cash for work performed during weekends.



### Article (145)

#### Compensation for Work during Official Holidays

1. The direct superior may assign an employee to work during an official holiday if deemed necessary as per work requirements.

2. An employee who works on official holidays shall be granted days equal to the number of days he works during weekends in compensation.



### Article (146)

#### Overtime Compensation System

An employee shall receive compensation for overtime work performed outside the official working hours as per the following conditions:

1. An employee is assigned to perform work outside the official working hours.
2. Overtime work assignment is to be issued by the competent department director or his representative, including the nature of the work to be performed and the number of hours required for the accomplishment of the assignment.
3. Payment of cash compensation for overtime work is limited to the employees on Grade 4 and below.
4. The number of overtime hours shall be calculated only after the employee performs the minimum official hours.
5. An employee may be granted leaves in lieu of overtime, at a rate of one day for each (8) hours of overtime work.
6. The compensation for overtime work must not exceed (30%) of an employee's base salary, or AED 2,000 in a month.
7. The expenditure on overtime shall not exceed the budget allocated for the purpose in the Federal Entity.
8. The assigned overtime shall meet the actual requirements of work.



## Termination of Service



### Article (147)

#### Reasons for Termination of Service

The service of an employee shall end for any of the following reasons:

1. Not passing the probation period successfully.
2. Unsatisfactory occupational incompetence.
3. Medical unfitness.
4. Absence from work without acceptable reason for consecutive (10) ten working days or (20) twenty interrupted working days per year.
5. Replacement, pursuant to the policy of Emiratisation.
6. Restructuring.
7. Dismissal by a Cabinet Resolution.
8. A Federal Decree to terminate service.
9. Termination of service by virtue of an administrative disciplinary decision or as a result of a court ruling.
10. Conviction of a felony or misdemeanor violating honor, trust or morals.
11. Sentenced to imprisonment for a period exceeding (3) three months, for any felony or misdemeanor.
12. Withdrawal or invalidity of nationality.
13. Non-renewal or termination of contract.
14. Resignation.
15. Attaining the retirement age.
16. Referral to retirement before reaching the legal age.
17. Death.



### Article (148)

#### Service Terminating Authority

Termination of an employee's service based on reasons set forth in Article (147) of this Resolution shall be upon a decision by the Appointing Authority, with the exception of the following cases:

1. The dismissal of an employee shall be upon resolution issued by the Cabinet, on recommendation of the Chairman of the Federal Entity. The employee is entitled to full pay of gross salary designated to his grade during the notice period, which will not be considered part of his service for the Federal Entity.
2. Termination of service due to death shall be made upon a decision by the Chairman of the Federal Entity or his deputy.



### Article (149)

#### Failure to Pass the Probation Period


1. During the probation period, the service of the employee may be terminated if it is proved that he is incompetent or unfit to carry out his job duties or because of his poor performance, by a decision of the competent Appointing Authority, upon a recommendation from the concerned direct superior, in accordance with the approved mechanisms, provided being given a notice period of no less than five (5) working days.
2. An employee whose service is terminated during the probation period shall not be paid any financial allowance for the notice period.



### Article (150)

#### Termination for Occupational Incompetence


1. The competent Appointing Authority may terminate the service of an employee due to his occupational incompetence, based on annual appraisal rating in accordance with standards and schedule set forth in the Performance Management System for the such purposes.
2. In all cases, an employee shall be entitled his gross salary prescribed for his grade in lieu of the notice period, without any of his other entitlements being affected.



### **Article (151)** **Medical Unfitness**

1. A UAE national employee may be terminated for medical reasons in accordance with the rules and regulations of the General Pensions and Social Security Authority.
2. The competent Appointing Authority may terminate the service of a non-national employee if he is proved to be unfit to perform his job duties as per a certificate issued by the Medical Committee.

In all cases, the services of such medically unfit employee shall be terminated immediately and he shall be paid an amount equivalent to his gross salary prescribed for his grade in lieu of the notice period, provided that such period shall not be considered part of his service with the Federal Entity.



### **Article (152)** **Absence from Work**

1. The service of the employee shall be terminated in the event of his absence from work without prior permission or an acceptable excuse for a period exceeding (10) consecutive working days or twenty (20) intermittent working days throughout one year.
2. In accordance with the provisions of this Article, the termination of the employee's service shall take place from the date of the first day of his absence from work, if the period of absence was continuous, and from the day following the completing (20) twenty working days of absence, if the period of his absence was intermittent.
3. An employee whose service is terminated due to his absence from work shall not be paid any financial allowance for the notice period.



### **Article (153)** **Replacement Pursuant to The Policy of Emiratisation**

A decision by the competent Appointing Authority may terminate the service of a non-national employee due to the Emiratisation of the position he occupies, provided that the employee is given notice thereof, with the payment of the gross salary for the notice period prescribed in his employment contract, provided that this period is not counted as part of his service period for the Federal Entity.



### **Article (154)** **Restructuring**

The employee's service may be terminated based on the financial and administrative implication arising from the restructuring of organizational units or positions, provided that the employee is given a notice thereof, with the payment of the gross salary for the notice period prescribed in his employment contract and that this period is not counted within the period of his service for the Federal Entity.



### **Article (155)** **Dismissal by a Cabinet Resolution**

The service of an employee may be terminated by virtue of a dismissal resolution issued by the Cabinet based on a recommendation from the Chairman of the concerned Federal Entity, for any reason, with the payment of the gross salary for the notice period prescribed to his grade, provided that this period is not counted within the period of his service period for the Federal Entity.



### **Article (156)** **Issuance of a Federal Decree**

The service of an employee shall be terminated based on a federal decree with the payment of the gross salary for prescribed for grade in lieu of the notice period, provided that this period is not counted as part of his service period for the Federal Entity.



### **Article (157)** **Termination of Service by Virtue of an Administrative Disciplinary Decision or as a Result of a Court Ruling**

1. The service of an employee may be terminated by a decision of the competent Appointing Authority based on a court ruling to dismiss him, or for disciplinary reasons based on a recommendation from the Human Resources Department in the Federal Entity.

2. The Human Resources Department in the Federal Entity shall determine, in its recommendation, according to each case, the notice period and the entitlements that may be disbursed to the employee or deducted from him in accordance with the provisions of the Human Resources Law and this Resolution.
3. The service of an employee whose service is terminated by a court ruling is considered terminated as of the date of issuance of the final ruling.
4. An employee whose service is terminated according to a judicial ruling or an administrative violation shall not be entitled to any financial allowance for the notice period.



### **Article (158)** **Conviction for a Felony or Misdemeanor**

1. The services of an employee shall be terminated if he is convicted of any felony or misdemeanor violating honor, trust or morals. The employee shall also terminate his service in the event he is convicted of any other penal felony or misdemeanor and is sentenced to any penalty restricting his freedom for a period exceeding (3) three months, as of the date of issuance of the final ruling.
2. An employee whose service is terminated shall not be paid any financial allowance for the notice period.



### **Article (159)** **Imprisonment Sentence for a Period Exceeding (3) Three Months**

1. The employer may terminate the service of an employee who is imprisoned pursuant to a court ruling in a civil lawsuit, if the period of detention exceeds (3) three months.
2. The date of the final ruling decision shall be adopted as the date of the employee's termination of service if the employer decides to terminate the service of the employee against whom the ruling is issued.
3. An employee whose service is terminated according to the provisions of this Article shall not be paid any financial allowance for the notice period.



### **Article (160)** **Withdrawal or Invalidity of the Employee's Nationality**

1. The service of an employee whose nationality is revoked or withdrawn shall be terminated as of the date of issuance of the decree.
2. An employee whose service is terminated on the ground on this reason shall not be paid any financial allowance for the notice period.



### **Article (161)** **Non-renewal or Termination of the Contract.**

The competent Appointing Authority shall have the right not to renew or terminate the employee's contract at any time, provided that the employee is given notice thereof and in accordance with the conditions stipulated in the contract and this Resolution.



### **Article (162)** **Resignation**

1. The employee may resign from his/her job at any time, by giving notice to the Federal Entity in writing, according to the provision stipulated in the employee's contract.
2. The Federal Entity shall decide on the resignation and inform the employee within month as of submission date; otherwise it shall be treated as being approved.



### **Article (163)** **Retirement**

1. Employees who reach the age of retirement shall be terminated from service unless an extension has been approved by the Chairman of the Federal Entity or deputy, in accordance with the applicable legislations in this regard.
2. The Federal Entity shall notify the employee when it does not wish to extend his service if he reaches retirement, no less than (6) months

before reaching the retirement age, that he will not be extended, and that his service will be terminated in accordance with the legislation in force, so that he can make personal arrangement affairs after retirement.



## Article (164)

### Referral to Retirement Before Reaching Legal Age

Based on a policy issued by the Cabinet based on the proposal of the Ministry of Finance in coordination with the Authority, and in accordance with the Pensions and Social Security Law, the service of a national employee may be terminated and referred to retirement before reaching the legal age for retirement, whether at his desire or the desire of the employer in accordance with the conditions determined by the same policy.



## Article (165)

### Death

1. The service of the employee shall be terminated upon his death.
2. Where an employee dies naturally or as a result of an accident outside the place of work, but not by suicide, the employee's Federal Entity will immediately pay in one installment the gross salaries of three months, in addition to the total salary of the month in which death has occurred, and any entitlements stipulated in the Law to the person nominated in writing by the employee before his/her death.
3. In case there is no nominee, the amounts mentioned in the above Article shall be paid to the deceased employee's dependents, provided that these amounts shall be distributed equally among the male and female dependents.
4. The payments mentioned in this Article shall by no means be considered as a part of end of service entitlements or deducted from these entitlements. Also, these payments shall by no means used to offset or settle other amounts due on the deceased employee for the Federal Entity.
5. In the event that a non-national employee dies during his service with the Federal Entity, and his family wishes to bury him in his origin country, the Federal Authority shall bear the costs of transporting his body to the nearest international airport in his country in addition to one ticket for one person accompanying the body.



## Article (166)

### Notice period

1. An employee shall continue his work until the expiration of the notice period. However, the Federal Entity may, at the request of the employee, reduce the notice period after accepting the resignation and immediately terminate his services, provided that he agrees to pay the amounts entitled to the entity in lieu of the notice period, or deducting the same from his entitlements, and further provided that such period of notice shall not be part of his service for the Federal Entity.
2. The Federal Entity may also, at its discretion, terminate the service of a resigned employee during the notice period, and grant him his gross salary for the notice period. This period shall not be considered as part of the employee's service for the Federal Entity.
3. The Federal Entity may exempt a resigned employee whose request for reducing the notice period is accepted, from paying in lieu of the notice period to the Federal Entity.



## Article (167)

### Resignation Exit Interviews

The Human Resources Department in the Federal Entity shall conduct an exit personal interview with any employee who resigns or opts for non-renewal of his contract, for the purpose of gathering data necessary for improvement of work systems and practices. The Human Resources Department in the Federal Entity must maintain the confidentiality of such data and information resulting from the interview.



## Article (168)

### End-of-Service Gratuity

1. End-of-service entitlements for the UAE national employees shall be calculated at the end of service as per the Federal Law No. (7) of 1999 Concerning the Issuance of the Law of Pensions and Social Insurance and amendments there.
2. Non-national full-time employees shall be entitled upon end of service to the following end-of-Service gratuity, according to the base salary:

- A. The base salary for (21) days per year for the first five years of service.
  - B. The base salary for (30) days per year of the years of service exceeding that period.
3. The end-of-service gratuity for an employee who works in other types of work shall be calculated on a pro-rata basis according to the mechanism set forth in Clause (2) of this Article.
  4. An employee shall not be entitled to an end-of-service gratuity if his service period in the Federal Entity is less than one consecutive year.
  5. For the purposes of calculating the end-of-service gratuity, the notice period and the total number of days of leave due that the employee has not exhausted in accordance with the provisions of the Human Resources Law and this Resolution shall be calculated as part of the period of service and the part of the month shall be considered a full month.
  6. Subject to the Federal Law Concerning the Issuance of the Law of Pensions and Social Insurance, the end-of-service gratuity shall be paid to an employee who acquires the UAE citizenship on the basis of his last base salary upon acquiring the UAE citizenship.
  7. The Federal Entity shall have the right to deduct any amounts from the employee's end-of-service gratuity, to pay the debts and obligations owed by the Federal Entity to the Federal Entity, in accordance with the provisions of the legislation in force.
  8. The Cabinet shall adopt other patterns and mechanisms for the payment of end-of-service gratuity and the rules for its disbursement.



### **Article (169)** **Mechanism of Applying the End-of-Service Gratuity**

The end-of-service gratuity is payable as follows:

1. The non-national employees who continued to be on duty prior to the implementation of this Resolution: Their end-of-service gratuity shall be calculated in accordance with the previous regulations in force in the Federal Authority prior to the issuance of this Resolution.
2. After the implementation of this Resolution, the end-of-service gratuity benefits shall be calculated for all non-national (current and new) employees in accordance with Article (168) of this Resolution.



### **Article (170)** **Interpretation of Regulations and Related Matters**

The Authority has the competence to interpret the Human Resources systems and regulations.



### **Article (171)** **Signing Contracts**

Upon appointment or termination of their contact, the Federal Entities shall direct all employees to sign Employment Contract Form contained in Annex (1) attached hereto, specifying each type of work, and as per the Human Resources procedures in the Federal Government and electronic and digital systems thereof.



### **Article (172)** **Concluding Rules**

1. The resolutions of the Cabinet issued prior to the issuance of the Federal Decree-Law No. (49) of 2022 Regarding the Human Resources in the Federal Government regarding excluding some Federal Entities from applying the Human Resources Law in the Federal Government or some of its provisions are valid unless the Cabinet decides otherwise.
2. Grades, salaries, and allowances scales approved by the Federal Entities prior to enforcing the provisions of Federal Decree-Law No. (49) of 2022 Regarding the Human Resources in the Federal Government and shall remain in force and shall not be subject to any amendment except by a resolution of the Cabinet.
3. The Cabinet may change the terms, percentages or values mentioned in this resolution according to the variables and needs of work, and what is required by the public interest.
4. Housing allowance, allowances related to health insurance, travel tickets and children's education allowance shall be granted in accordance with the regulations adopted in this regard in the Federal Government, provided that any allowance that the employer decides to grant to the employee is stipulated in the annual benefits clause contained in the employment contract.
5. The Authority, in coordination with the Ministry of Finance and the concerned Federal Entities, shall supervise the implementation of the procedures for accommodating current employees on the categories

corresponding to their gross salaries in accordance with the conditions and controls set forth in this Resolution.



## **Article (173)** **Cancellations**

1. The decisions below shall be canceled. Any other decisions or provisions inconsistent with the provisions of this Resolution shall also be repealed:
  1. Cabinet Resolution No. (1) of 2018 Regarding the Executive Regulations of the Federal Decree-Law No. (11) of 2008 Regarding the Human Resources in the Federal government and the amendments thereto.
  2. Cabinet Resolution No. (21) of 1999 Regarding the Financial Allocations for the Retired Military Personnel Who Are Appointed in the Federal Government.
  3. Cabinet Resolution No. (17) of 2011 on Determining the Threshold for the Financial and In-Kind Benefits for Private Contracts and the amendments thereto.
  4. Cabinet Resolution No. (91/ and/221) of 2015 regarding approving Forms for the National and Non-National Experts and Consultants.
2. The previous resolutions, rules and regulations shall continue to be applicable to the extent that they do not conflict with the provisions of the Human Resources Law and this Resolution, until the issuance of the regulations, rules and resolutions that replace them.



## **Article (174)** **Publication of the Decree-Law and its Enforcement**

This Decree-Law shall be published in the Official Gazette and shall be enforced as of the 1st of July 2023.

**Mohammed bin Rashid Al Maktoum**  
Prime Minister of the United Arab Emirates

Date: Shawwal 15, 1444 AH  
Corresponding to: May 5, 2023 AD





## Annex (1)

### The Unified Contract Form for the Federal Government Employees

#### Clause (1) Basic Data

This contract is made on ..... Corresponding to: / .... / .... between:

Federal Entity / Authority ..... Represented by: .....

in his/her capacity as: ..... Hereinafter referred to as "The First Party" And Employee: .....

UAE-National: .....

Non-National: .....

Nationality: .....

Passport No.: .....

ID No.: .....

Marital status: .....

Military retiree: .....

Civilian retiree: .....

Address: .....

Emirate: .....

Area: .....

Tel: .....

Mobile: .....

P.O. Box: .....

Hereinafter referred to as "The Second Party".

According to the appointment decision taken by the competent authority of the First Party, No (...) of 20.... dated .../ .../ ....., and whereas the Second Party has successfully passed all procedures required for his appointment according to the legislations in force, and, the two Parties agreed on the following:

#### Clause (2) Preamble

The above preamble and any documents or attachments provided by the Second Party that are required as a condition for appointment are considered an integral part of this contract, as this contract is considered null in the event that it's not proven to be authentic. After signing this contract, it shall be considered the final approved document agreed upon with the employee, and shall replace any previous agreement.

#### Clause (3) Appointment, Salary and Position

The First Party agreed to appoint the Second Party to work for him in the .... Sector, .... Department, according to the provisions of this contract, and, as per the following details:

Type of work:	
Types of benefits (None, Experts & Consultants, Special)	
Position:	
Grade:	
Base salary:	
Special allowance or any other allowance for the employee in accordance with the regulations adopted in the Government (please indicate, if any):	
Gross salary (including base salary and all bonuses and allowances):	
Other annual benefits as per the regulations adopted by the Federal Government (if any):	

The employer may transfer the employee to any other position, whether within the Entity or to another Government Entity, based on the work exigency and its requirements.

**Clause (4)**  
**Validity of the Contract**

Subject to the Clause (5) below, this contract shall be valid for a period of (...) (The Entity shall determine the term of the contract based on the nature of the Entity's business by no more than (3) three years, starting from the date of ..... / ...../ 20.... to .... / ...../ 20...., and it shall be renewed in accordance with the legislations in force after obtaining the approval of both Parties.

**Clause (5)**  
**Probation Period**

1. The Second Party shall be subjected to a (6) month probation period that can be extended to similar (6) months.
2. The First Party may terminate the service of the Second Party during the probation period after serving a five-day notice if it was proved that the Second Party was unfit for the job. The Second Party shall have the right to resign during the probation period after serving a five-day notice.

**Clause (6)**  
**Leaves**

The Second Party shall be given a full-paid annual leave for (... working days), provided that this leave shall not be due until the Second Party passes the probation period.

Note: (The leave of the employee of the educational staff shall be in accordance with the academic calendar determined by the competent authorities.

The Second Party shall grant other vacations in accordance with the conditions and controls stipulated in the Federal Decree-Law No. (49) of 2022 Regarding the Human Resources in the Federal Government, its executive regulations and the decisions issued in implementation thereof.

**Clause (7)**  
**Notice period**

The notice period prescribed for the Second Party shall be for a period of (... day) in accordance with the provisions of the Executive Regulations of

the Federal Decree-Law No. (49) of 2022 Regarding the Human Resources in the Federal Government.

Note: (The Entity shall determine the notice period based on the job grade and the nature of the entity's work by no more than (3) three months).

**Clause (8)**  
**Promotions and Bonuses**

The promotions of the second party are subject to the provisions stipulated in the Federal Decree-Law No. (49) of 2022 Regarding the Human Resources in the Federal Government, its executive regulations and the decisions issued in implementation thereof.

**Clause (9)**  
**Working Hours**

Working hours, official holidays, and compensation for overtime shall be in accordance with the provisions stipulated in the Federal Decree-Law No. (49) of 2022 Regarding the Human Resources in the Federal Government, its executive regulations and the decisions issued in implementation thereof.

**Clause (10)**  
**Reasons for Termination of Service**

The reasons for termination of service stipulated in the Federal Decree-Law No. (49) of 2022 Regarding the Human Resources in the Federal Government, its executive regulations and the decisions issued in implementation thereof.

**Clause (11)**  
**Obligations of the Second Party**

1. The second party shall abide by the provisions of the Federal Decree-Law No. (49) of 2022 Regarding the Human Resources in the Federal Government, its executive regulations and the decisions issued in implementation thereof, the Code of Professional Conduct and Public Service Ethics Document dedicated for the employees of the Federal Government, the Information Security System, the regulation regulating the use of social media and any manuals, rules or regulations

issued later in this regard.

2. The Second Party is obliged to carry out all the duties, tasks and responsibilities related to the job, and to perform his duties in an accurate and honest manner, in accordance with the job description, in addition to any other tasks assigned to him by his superiors in relation to his work.
3. The second party shall refrain from the prohibitions contained in any of the legislation in force in the UAE.
4. The Second Party shall keep the secrets that he learns by virtue of his job, whether during the period of his service or afterwards.
5. The Second party acknowledges that he accepts to perform the tasks and responsibilities of the job entrusted to it in accordance with the terms of this contract, the Federal Decree-Law No. (49) of 2022 Regarding the Human Resources in the Federal Government, its executive regulations, the decisions issued in implementation thereof, and any relevant legislations.

#### **Clause (12) Documents and Documentation**

Upon termination of his service for any reason, the Second Party shall hand over to the First Party the property, equipment, documents, correspondence, reports, drawings, plans, files, and the like, owned by the First Party, and the Second Party undertakes not to keep or use any assets or copies thereof, and to deliver them to the First Party, whether paper, electronic or in any other form.

#### **Clause (13) Amendment to the Contract**

The First Party shall have the right, during the validity of this contract or upon the expiry of its term, to change any of the provisions contained in this contract, whether by amendment, cancellation or deletion as required by the work exigency in the Federal Government.

#### **Clause (14) Termination of the Contract**

The First Party has the right, as required by its work exigency, to terminate this contract during its validity or terminate it before the expiry of its term based on the legislation and regulations adopted in the Federal Government, and without giving reasons.

#### **Clause (15) Deduction of Financial Entitlements**

The First Party shall have the right to deduct any amounts from the dues of the Second Party in accordance with the provisions of the legislation in force to pay the debts and obligations owed to the First Party by the Second Party.

#### **Clause (16) Emergencies**

In emergencies and in accordance with the controls determined by the Cabinet, the First Party may grant the Second Party an exceptional unpaid leave for the period determined by the Chairman of the Federal Entity.

#### **Clause (17) Competent Jurisdiction**

All disputes arising from the implementation of this contract shall be the exclusive jurisdiction of the Federal courts of United Arab Emirates.

#### **Clause (18) End of Service Gratuity**

1. The provisions of the Pensions and Social Security Law, as amended, shall apply to the (UAE National) Second Party for the duration of this contract.
2. The (non-national) Second Party shall be entitled to end-of-service gratuity in accordance with the provisions set forth in the Executive Regulations of the Federal Decree-Law No. (49) of 2022 Regarding the Human Resources in the Federal Government,

3. A non-national employee appointed according to the benefits of experts and consultants shall not be entitled to end-of-service gratuity for years of service for the Federal Entity.

**Clause (19)  
COUNTERPARTS**

This contract has been written in two originals, in Arabic for each Party. In case of any discrepancy, the Arabic version shall prevail.

**The First Party**

.....

**The Second Party**

.....

**Annex (2)**

**Table (A)**

**Delegation allocations in official and training missions**

Position and grade of the delegate	The Delegate Center	Head of delegation		Member of a delegation and/or a single delegate	
		Hospitality		Hospitality	
	Entitlement	None	Full	None	Full
Undersecretary of the Ministry, Director General and their equivalent	Allowance for heading a delegation	1,050	525	-	-
	Travel allowance	3,000	1,500	3,000	1,500
	Total	4,050	2,025	3,000	1,500
Assistant Undersecretary and the equivalent	Travel allowance	3,000	1,500	3,000	1,500
Employees from the special to the second grades, and their equivalents	Travel allowance	2,500	1,250	2,500	1,250
Employees of the third grade and below or their equivalent.	Travel allowance	2,000	1,000	2,000	1,000

**Table (B)**

**Travel Tickets for a Delegate on an Official Mission, Training Course Program or Outside the UAE**

Grade	Travel Class
Undersecretary of the Ministry, Director General and their equivalent.	First Class
Assistant Undersecretary and the equivalent, and employees of special grades.	Business Class
First-grade employees and below or their equivalent.	Economy Class

## Annex (3)

### On the violations during the official working hours

Type of violation	Gradation of the penalty during the year		
	First time	Second time	Third time
I- Violations related to scheduled working hours without an acceptable excuse			
Delay from work not exceeding two hours, and what exceeds this period shall be treated as an absent employee.	A attention draw letter	A written warning	Deduction of a day from gross salary
Absence from Work without Legal Permission for Three Days or Less	Deduction of a day from salary + days of absence	Deduction of two days from gross salary + days of absence	Deduction of three days from gross salary + days of absence
More than three days and less than ten days	Deduction of three days from salary + days of absence	Deduction of four days from the total salary + days of absence	Deduction of five days from gross salary + days of absence
II- Violations related to electronic signature in accordance with the mechanisms adopted by the Federal Government			
Failure to sign in the actual time of attendance and departure without an acceptable excuse	Deduction of a day from gross salary	Deduction of two days from gross salary	Deduction of three days from gross salary

Type of violation	Gradation of the penalty during the year		
	First time	Second time	Third time
Manipulation of the method of proof of attendance and departure	Deduction of five days from gross salary	Referral to the Human Resources Department to determine a severe penalty	
III- Violations related to leaving the workplace without permission or an acceptable excuse			
Leaving the workplace without permission or excuse acceptable to the direct supervisor	A attention draw letter	A written warning	Deduction of a day from gross salary
IV: Violations related to the actual regular working hours			
Being present without acceptable justification in a place not designated as a workplace	A attention draw letter	A written warning	Deduction of a day from gross salary
Sleep at work	Deduction of two days from gross salary	Referral to the Human Resources Department to determine a severe penalty	

## Annex (4)

### On the Technical Allowance

Category eligible for bonus	Bonus Value
Incumbents of the specialized, professional, or technical positions (who hold university qualifications), which include engineering jobs in all their specialties, IT jobs, agricultural engineering jobs, and geology jobs.	(50%) of the base salary up to a maximum of (5,000) dirhams per month.
Holders of specialized, professional, or technical positions who hold a post-secondary diploma), which includes auxiliary engineering jobs in all their specialties, IT jobs, and agricultural extensionists.	(30%) of the base salary, after a maximum of AED (2,500) per month

## Annex (5)

### Schedule of benefits of experts and consultants

Category of Benefits of Experts and Consultants	National Employee			
	The corresponding job grade in the general staff	Base salary	Years of Experience	Maximum Gross Monthly Salary (AED)*
A	Special (A)	34,000	(20) years and above	120,000
B	Special (B)	25,500	(15) years to (19) years	90,000
C	1st	17,300	(10) years to (14) years	55,000

The national employees appointed according to the benefits of experts and consultants only are required to be the incumbents of the positions of (consultant / expert) or (assistant consultant / assistant expert) who occupy the first grade to the special grade (A) or its equivalent in the approved grades and salary scales.

\*All salary items prescribed for the job grade on which the expert or consultant is appointed shall be included in the grades and salary scales approved by the Federal Authority or under any other decisions within the gross month salary granted to him and not exceeding the maximum limit set out above.

Category of Benefits of Experts and Consultants	National Employee			
	The corresponding job grade in the general staff	Base salary	Years of Experience	Maximum Gross Monthly Salary (AED)*
A	1	7,475	(20) years and above	120,000
B			(15) years to (19) years	90,000
C			(10) years to (14) years	55,000

The non-national employees appointed according to the benefits of experts and consultants only are required to be the incumbents of the positions of (consultant / expert) or (assistant consultant / assistant expert) who occupy the first grade or its equivalent in the approved grades and salary scales.

\*All salary items prescribed for the job grade on which the expert or consultant is appointed shall be included in the grades and salary scales approved by the Federal Authority or under any other decisions within the gross month salary granted to him and not exceeding the maximum limit set out above.



## Annex (6)

### On the Schedule of Special Benefits

Category of Benefits of Experts and Consultants	National Employee		Non-national Employee	
	Base salary	Maximum Gross Monthly Salary (AED)	Base salary	Maximum Gross Monthly Salary (AED)*
Special (A)	34,000	100,000	-	-
Special (B)	25,500	76,000	-	-
1	17,300	51,000	7,475	85,000
2nd	15,940	48,000	6,900	60,000

The employees appointed according to the special benefits only are required to be the incumbents of the positions at the first grade to the special grade (A) or its equivalent in the approved grades and salary scales.

\*All salary items prescribed for the job grade of the special benefits to which the employee appointed shall be included in the grades and salary scales approved by the Federal Authority or under any other decisions within the gross month salary granted to him and not exceeding the maximum limit set out above.





