



**United Arab Emirates
Federal Authority for Government Human Resources**

Executive Rule for the Law of Federal Government Human Resources

**The Cabinet resolution # 13, year 2012, regarding executive
rule of the Decree by Federal Law #11, year 2008 for
.Federal Government HR, and amendments**



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The Cabinet resolution # 13, year 2012, regarding executive rule of the Decree by Federal Law #11, year 2008 for Federal Government HR, and amendments.

Cabinet:

- By reviewing the Constitution.
- And federal law # 1, year 1972, regarding Ministry's specializations and Ministers' authorities, and amending laws.
- And federal law # 7, year 1999 of issuing Pension and Social Insurance Law, and amending laws.
- And decree by federal law # 11, year 2008, regarding Federal Government HR, and amendments.
- And federal law #8, year 2011, regarding reorganizing Accounting Department.
- And decree by federal law #8, year 2011, regarding rules of preparing balance sheet and final account.
- And Cabinet's decision # 13, year 2010, regarding the Executive Rule for decree by federal law # 11, year 2008, regarding Federal Government HR.
- Pursuant to presented by the CEO of Federal Authority for Government Human Resources and Cabinet's approval.

Decided:

Chapter One

Definitions

Article [1]

In applying provisions of this Rule, words and expressions shall have the meanings associated with them, unless the context requires otherwise:

The country : United Arab Emirates

Government : Government of UAE

Cabinet : Cabinet of UAE

Ministry : Any ministry was established in accordance with provisions of federal law # 1, year 1972, regarding Ministry's specializations and Ministers' authorities, and amending or other laws.

Federal Entity : Public Federal Authorities and Entities

The Authority : Federal Authority for Government Human Resources

The Minister : superior chief of the ministry

Chairman of Authority : the chairman of the board of Federal Authority for Government HR

The Budget : Budget of Government

Human Resources Act : Decree by federal law #11, year 2008, regarding Federal Government HR, and amendments.

Concerned Authority : The Authority assumes appointment competence.

- Appointment Offer :** Appointment initial approval of employer.
- Employee :** Any person fills and occupies one of the positions stated in the budget.
- Jobs› budget :** The approved budget for jobs and grades fixed to the employees and their allowances and privileges.
- Basic salary :** The salary fixed to the grade beginning and increases occur later.
- Total salary :** Is the basic salary plus the allowances and bonus the employee received.
- HR Department:** The department that is concerned with HR in the federal ministry or entity.
- Year :** Gregorian year
- Month :** A period of time equals 30 days.
- Working day :** The official working day for federal ministries and entities.
- Medical committee :** The committee was set up by a decision issued by the Minister of Health, and assumes the responsibilities stated in the law of HR.
- Official Medical Entity:** Ministry of Health, hospitals, governmental health care centers and local health Authorities are the entities approve the medical reports issued by the private medical establishments.
- Organizational Unit:** Has been stated in classifying of organizational structures of federal ministries and entities.

Article [2]

Scope of the Rule application

This executive rule is applied to civil employees who receive salaries from the budget, beside the civil employees of federal entities. Employees of federal ministries and entities, which their laws stipulated that shall have special jobs systems within the laws, are excluded from this executive rule.

Article [3]

Department of Human Resources

HR department resumes implementation of strategic objectives and HR initiatives, within the strategic plan of the federal ministry or entity that concerned with government strategy. Also it undertakes implementation and applying the provisions are stipulated in HR law and this Rule. The concerned Organizational Units in each federal ministry and entity shall comply with returning to HR Department in all technical affairs relating to human resources, in the same time the HR Department shall consulting the Authority in all affairs encountered it while implementing provisions of HR law, this Rule or any laws and regulations relate to HR law.

Article [4]

All concerned Organizational Units in federal ministry and entity shall observe principles and policies were stated in HR law and this Rule, and guarantees the fair applying of such principles on the employees in order to create work environment motivates performance.

Chapter two

Human Resources Planning

Organizational Structure, Jobs Description and Evaluation

Article [5]

- 1- Each federal ministry and entity set out its organizational structure appropriate with its roles and responsibilities, functions and needs. Then present this structure to Cabinet for approval.
- 2- Any amendment to organizational structure, from department's level and upward shall be approved by Cabinet. Other organizational structures (below department level) to be approved by minister.

Article [6]

Jobs' Budget

The federal ministry and entity shall effectively design the functions of Organizational Units which were listed in the organization structures, in a way focusing on the main objectives and operations of such ministry or entity to insure that such jobs cover the tasks and responsibilities entrusted to the federal ministry or entity, without interference between such jobs in the light of rules and provisions stated in Jobs Description and Evaluation Regulation issued by Cabinet upon the Authority proposal.

Article [7]

Each federal ministry and entity, within its general budget, shall have annual budget for human resources match with its approved organizational structure.

Article [8]

The minister or his authorized person may amend on the financial allowances for the vacancies that are listed in HR's approved Budget

within the budget of such vacancies and according to the financial regulations applied in UAE, provided that; such amendment shall not cause any additional financial burdens or charges on the ministry or the entities credit budget, or HR allowances according to provisions of rules of balance sheet preparation, and amending acts.

Article [9]

Jobs Types:

Vacancies in federal ministries and entities shall be filled by appointment as following types of contracts:

- 1-Full-time employment contract.
- 2-Part-time employment contract.
- 3-Temporary contract.
- 4-Special contract.

Article [10]

Full-time Employment Contract

It's an appointment where the employee works in such position full working days or hours as per this executive rule. And he receives the total salary and allowances allocated to the position.

Article [11]

Part-Time Appointment Contract

1-Part-time contract is an interim appointment where the employee works a limited hours of the total working hours or days as per this executive rule. And receives salary, calculated as proportionally with number of hours or working days, plus the position's benefits and allowances.

2-Part-time appointment can be made, with lump sum monthly salary appropriated with the vacancy grade, in observance of the following:

A. The daily working hours shall be determined, not less than 14 hours not more than 28 hours per week. or

B. Definite working days within the week, and not less than two days a week.

C. Part-time hours must be executed within the working hours, and shall be determined upon circumstances, nature and the work's need.

Article [12]

Part-Time Appointment Terms

Part-time employment contract shall be upon the following terms:

1- Availability of a vacancy and more than a candidate may be appointed to fill the vacancy, but shouldn't exceed the vacancy's financial allowances.

2- Appointment shall be upon total monthly salary determined on the base of the vacancy grade and the total salary allocated to the employee – as assumption of full-time employee- on the base of job appointed on since the beginning of actual appointment, divided by monthly working hours and multiplied by the employee actual hours per month.

3- Part-time employee is entitled to periodical allowance or increment determined to the grade he fills and working hours percentage.

4- Part-time employee is entitled to leaves determined to the grade he holds and accounted on base of total working hours turned into working days divided by number of annual working days (240 days) multiplied by leaves determined by law to such grade, minimum

5 working days for annual leave. In purpose of accounting such leaves, half of the day shall be considered full day, according to the following:

- A. Part-time employee's working percentage equals work percentage of the full-time employee.
 - B. Official working hours shall equal to 7 working hours per day.
 - C. Annual working days shall be 240 days.
 - D. Full-time employee's working hours equal 1680 hours per annum.
 - E. Part-time employee's working hours shall equal the number of hours stated in the contract and shall not less than 14, not more than 28 per week.
 - F. Accounting equation of part-time employee's annual working hours divided by 1680 multiplied by 100 equals the percentage.
- 5- By the minister's resolution or his authorized person, the part-time employee may be granted financial bonus against his distinguished works or opinions contribute to performance development.
- 6- Transferring the contract from part-time to full-time and vice versa can be done upon the employee's request, provided that transferring happen in the same position and grade and the financial allowances for such position is available.
- 7- Transferring and promotion of part-time employee can be carried out according to HR's laws and performance management system and this executive rule.
- 8- Working as part-time employee is not allowed in more than one entity.
- 9- Requisite that, non local employee shall have valid residence visa, whether on the employer's sponsorship or on husband's visa and has no conflict with related applied laws.

Article [13]

Temporary Appointment Contract

1- It's an appointment where the employee works the full daily working hours throughout the working days according to provisions stated in this Rule, for a period of three months renewable for similar periods. Pursuant only to payroll and grades table the employee receives during appointment period the monthly salary allocated to such grade and the financial allowances of the post he occupies.

2- The federal ministry and entity may appoint temporary employees upon the following conditions:

A. Vacancy availability.

B. Appointment shall be by a temporary contract for 3 months only and renewable for similar periods.

C. To grant the employee the monthly salary allocated to such grade and the financial allowances defined in payroll.

D. Temporary contract employee is entitled to the following leaves with lump sum month salary:

- Bereavement period leave.

- Sick leave, pursuant to medical report approved by official medical entity, shall not exceed 5 (continuous or discontinuous) working days and days more than that shall be unpaid leave.

- Unpaid leave for a period of 5 (continuous or intermittent) working days.

3- The contract termination upon the conditions determined in the temporary contract according to the Form enclosed to this Rule.

4- Provided that; non local employee shall has valid residency visa, whether on the employer sponsorship or husband's visa and has no conflict with related applied laws.

Article [14]

At the end of the temporary contract the employee can be appointed in a full-time job that appropriates with his qualifications, experiences and abilities. Provided that; modifying the contract type and including the temporary contract period in the service period which entitles end of service benefits and retirement pension. But there should not be a period of time between the temporary and permanent appointment, pursuant to provisions of Decree-law and Pension and Social Insurance Law.

Article [15]

Special Appointment Contract

The minister may appoint any one has distinctive experience needed in the federal ministry and entity by special contracts in any of the high vacancy posts in the ministry or entity (second grade and upward), according to the following conditions:

1. Availability of high vacancy post.
2. The contract period shall not exceed two years, and can be renewed for another two years.
3. The candidate shall have one of the required qualifications and experiences as per the jobs' description and evaluation system.
4. The experience and qualification shall be in the filed of the job he has been appointed to fill.
5. The minister has the authority to approve all job and financial allowances that appropriate with ministry's needs and within the funds included in the budget, shall not exceed the maximum limitation of special contracts which are determined by the ministry in coordination with Ministry of Finance and approved by Cabinet.

Article [16]

General Conditions

1-Appointment contract shall not be signed by the two parties unless appointment decision is issued by the concerned authority upon the

following conditions:

- A. The candidate successfully passes the medical tests.
 - B. Submit original educational certificates or true copy, attested and evaluated by the concerned authority in the country. And submitting attested work experience certificates.
- 2- Work commencement shall be within two months from the date of signing the offer letter or the date determined by the ministry or the federal entity, and the period can be renewed for similar period.
- 3- Special contracts are governed by provisions of service termination stated in article [101] of HR Law and provisions of this Rule.

Article [17]

Appointment

Search and Selection

- 1- Each federal ministry and entity endeavors to appoint the will qualified persons to fill the vacancies and must comply with distinction criteria, qualification, justice and objectivity throughout phases of search and selection.
- 2- HR departments in each federal ministry and entity shall search for the best appropriate candidates for such vacancies as follows:
- A. the internal candidates from the federal ministry or entity:
 - If there is a qualified candidate in the federal ministry or entity to fill the vacancy by transferring or promotion, the HR department in such entity shall communicate with the candidate's department and the department which has the vacancy. If agreement is made, transferring arrangements or promotion shall be made according to the rules and applied procedures.
 - B. Candidates from out the federal ministry of entity:

- if there is no qualified and appropriate internal candidates from the federal ministry or entity, or there is no candidates match with the transferring or promotion>s conditions, HR department in the concerned entity shall look for suitable candidates form external resources such as:
 - Advertising the vacancy in the newspapers, whether local or international, or the website of such federal ministry of entity.
 - Recourse to Employment Agencies.
 - Personal contact to recruit a certain well qualified and full experienced person.

Article [18]

Interview

- 1- No appointment shall be made without the candidate was interviewed by the concerned department, also the international candidate shall not recall unless he was interviewed on telephone.
- 2- Exceptionally, a remote interview can be made via internet, and shall apply all prerequisites to insure the results credibility. Remote interview can be arranged with candidates carefully selected or by reference of employment agencies have goodwill and reputation.
- 3- The interviewer or any member of the interview committee shall select the best candidate who has the requirements to fill the vacancy and the required personal and professional characteristics.
- 4- In the final interview HR department provides the selected candidate with general information about the federal ministry or entity.
- 5- The ministry may provide air ticket for the candidate in case he is recruited from out side the country in addition to residency expenses.

Article [19]

Employment Process

Federal ministry or entity assumes and undertakes the liability of management and arranging appointment to fill the vacancies, and provides technical support, consultation and management assistance to demanding departments and sections in order to procure appropriate candidates needed by such departments.

Article [20]

Appointment General Conditions

Without violating the vacancy conditions and necessity that the candidate submitting the personal documents, to fill public vacancy is conditioned the following:

- 1- Candidate shall be good conduct and behavior.
- 2- Candidate age shall not less than 18 years.
- 3- He must obtained the educational qualification attested and evaluated by concerned authority in the country, and provide experience certificates required to fill the vacancy, also must be attested by the concerned authority.
- 4- He shall successfully pass all examinations and interviews relating to such vacancy.
- 5- He must be medical fit pursuant to decision by the medical authority to insure that the candidate is capable to perform his job's rules and duties.
- 6- He must not be convicted and sentenced that restricting his freedom in immoral behavior and breach of trust, unless he was pardon and forgiven by the concerned authority or rehabilitation according to the criminal investigation statement form the concerned authority.
- 7- He must not be discharged form pervious service because of major offenses relating to job or conclusive judgment in a case.

Article [21]

Employment Authority

Excluding from provisions of Article [9] of this Rule, authority of appointment in the following vacancies should be upon the following:

1- The two vacancies undersecretary or director general in independent authorities shall be by federal decree and upon the Cabinet's approval.

2- The two vacancies of undersecretary assistance or CEO in independent authorities shall be by federal decree and upon the Cabinet's approval.

Contracts of such vacancies shall be approved by the minister according to appointment contracts attached with this Rule.

3- Approval of other vacancies contracts is authorized to the concerned minister or his authorized person according to appointment contracts attached with this Rule.

Article [22]

Salary at the Appointment

1- At appointment the employee receives the basic salary assessed for the job grade he jointed as stated in the payroll, the employee is entitled for the salary form the date of actual commencement of work.

2- The employer entity may grant the full time employee, whose experience exceeds the experience period required for such job, 5% of the basic salary of the grade he was appointed to for each year of experience, to be added to the assessed salary, maximum [50%], provided that his experience is in the same field of the job.

Article [23]

Probation Period

1- except who were appointed in vacancy of Undersecretary or Director General in independent, employees appointed for the first time are subject to probation period (three months) starts from the date of works commencement and renewable for similar period.

2- During the probation period the direct supervisor shall closely observe the employee to evaluate his conduct and job performance according to clear criteria, and offers him all support, assist him and guide him to promote his conduct and job performance. Before the probation period end and in accordance with evaluation result, he may recommend him to be appointed or terminate his service if established he is incompetent for such job.

3- During probation period, the employee service may be terminated if established that he is not qualified or not capable to carry out his job duties or due to his unsatisfying performance, upon decision issued by employment authority after notify him with notice period for 5 working days.

4- The employee may resign from his job during the probation period, provided that, he notifies his direct supervisor within 5 working days.

5- The employee benefits, who was terminated during the probation period due to incompetence for job, are calculated as follows:

A. The accrued total salary up to the end of last working day.

B. In lieu of air tickets for him and his family member who has to depart the country, if stipulated in the appointment contract.

Article [24]

Oath of the Office

1- Prior to commence his job duties, the employee must view vocational conduct document and ethic of public job; without prejudice to the stipulated rules. He shall commit to act the constitutional oath compulsory to federal government employees, according to the approved Form attached to this Rule.

2- A signed copy of the oath shall be maintained in the employee's file.

Chapter Three

Bonus and Allowances Grades and Payroll

Article [25]

1- All ministries shall have a consolidated grades and payroll issued by a decision by the Cabinet upon the entity proposal and pursuant the following principles:

- A. The set grade shall be determined to each post; such determination shall be connected to the post.
- B. Job's description and evaluation must be according to system issued by Cabinet upon the entity's proposal.
- C. Total salary accreditation.

2- federal ministries and entities which have own cadres, shall be excluded form applying provisions of clause 1, of this Article, provided that such entities commit to coordinate with the Authority and Ministry of Finance in respect of grades and payroll issued by the Cabinet.

3- Applying of grades, payroll, allowances and bonus that applied in the federal ministries and entities shall be continue at the time of issuing this Article until time of issuing a new grades and payroll replaces it, therefore, and cancelling the condition of existence period stated in the said table.

Article [26]

Minimum Salary for Local Employees

Minimum total salary for local employees shall be fixed by a decision by the Cabinet and reconsidered whenever required.

Article [27]

Grades and Payroll updating

A decision by the Cabinet shall be issued to update grades and payroll upon the Authority recommendation and in accordance with the following factors:

- 1- Salaries applied in the labor market.
- 2- Monetary Inflation percentage.
- 3- Any other related factors.

Article [28]

1- local employee is entitled for monthly allowance for master degree or equivalent, or PHD degree or equivalent, on the basis of:

AED 1000 for Master degree

AED 2000 for PHD degree

- 2- To entitle this allowance, it is conditioned that such degree must match with the nature of the employee's job without prejudice to any vested rights prior to apply this Rule.
- 3- Effective from the issuing of this Rule, this allowance shall be granted to the eligible employees, although the job filling is required obtaining the educational certificate.

Article [29]

Technical Allowance for local Technicians and Engineers

The local employees occupy engineering, technical and agricultural jobs shall be granted technical allowance pursuant to the rate fixed in the below table:

Allowance receivers	Rate
<ul style="list-style-type: none">Occupiers of all types of engineering jobs-holders of university degrees-including computer engineering and agronomy.Occupiers of posts that require obtaining of university degree or equivalent in computer, electronic trading or geology.	50% of the basic salary, maximum AED 5000.
<ul style="list-style-type: none">Occupiers of engineering posts in field of supporting engineering, computer and agricultural instructors holders of post college diploma.	30% of the basic salary, maximum AED 2500.

1- to grant this allowance is provided that:

- A. he shall obtained university degree or equivalent, or post college diploma or equivalent in his specialization filed to qualify him to fill engineering posts or supporting engineering, technical (geology\ computer), or agricultural and agricultural supporting.
- B. He must be practicing engineering work or supporting engineering or technical, or agricultural or supporting agricultural in his workplace. Payment of such allowance shall continue, if he assumed supervision job.
- C. He shall not occupy undersecretary or assistance post.

- 2- Payment of technical allowance for local employees; who work in computer filed and holders of high school certificate, and receive such allowance according to the approval of the Technical Committee of Jobs› Nomination in the General Authority of Information during the last period and upon previous rules.
- 3- Technical allowance shall be paid to non local works in computer filed, who had received such allowance before and upon the same previous rules.
- 4- Federal ministries and entities shall settle the situations in accordance with the provisions of this Rule.

Article [30]

Mechanism of adding new jobs to entitle the technical allowance

First: Mechanism of adding new jobs to entitle the technical allowance:

The Board of Federal Authority for Government Human resources, in coordination with federal ministries and entities, is authorized to classify and determine the posts entitled to technical allowance.

Second: mechanism of determining and classifying the new posts which receive technical allowance:

1- The federal ministry or entity that deems the necessity of adding new posts to which receive technical allowance, shall present to the Authority a case study about the posts proposed to be added to which receive technical allowance, including the following:

- A. Statement of job description for each proposed job.
- B. Statement of the job importance in comparison with the similar jobs and of same level in the other departments and sections.
- C. Comparing between salaries and wages in labor market for the jobs required to be classified as technical jobs.

D. Presenting proposal for the potential cost and statement for the approximate number of employees occupy such jobs in the concerned entity and the other federal entities that have the same types of jobs.

E. Present a declaration –supported by statistics- of the competitive entities which attract and seduce the qualified employees occupy the jobs that the technical allowance was required for.

F. The jobs turnover and periods that are required for attracting and seducing the occupiers of the jobs subject to the technical allowance, supported by statistics.

2- After preparing the study referred to above, the concerned federal ministry and entity shall address the Authority in this regard and attach the study file to be audit prior refer to the joint committee between the Authority and Ministry of Finance.

3- If the Authority deemed the file is fulfill to studying items, the HR Manger in the concerned entity shall be notified about reviewing the case before the joint committee.

4- The joint committee shall report its recommendations to Board of Federal Authority for Government HR for approval.

Article [31]

Local Employee Retirement

1- Local employee shall be registered in retirement systems applied in the Public Authority for Pension and Social Insurance.

2- The month contributions of the insured employees shall be deducted for purposes to transfer to Public Authority for Pension and Social Insurance according to the regulations issued in this regard.

Article [32]

Periodical Allowance

The employee is entitled for annual periodical allowance to be added to his basic salary according to his annual level of performance evaluation in accordance with Performance Department's system. Pursuant to Performance Department's system, the allowance shall be entitled in the first of January or first of July after at least one year of his appointment.

Chapter Four

Transferring, Delegation and Secondment Transferring

Article [33]

The employee may be transferred from his job to any other vacancy, whether in the federal ministry or entity, or other federal or local entity, provided that; without prejudice to the employee's grade or total salary, excluding the allowances and bonus relate to the job according to the following terms and conditions:

- 1- the transferred employee fulfills the requirements of the vacancy he is transferred to;
- 2- The transferring shall not delay the employee's seniority and his service shall be considered continuous and the consequences.
- 3- The transferred employee reserves his benefits, balances of his annual leave that accrued from the job he was transferred from.
- 4- The federal ministry or entity the employee had been transferred to, shall undertake all the costs and fees resulted from the transferring, including any differences in the premiums of retirement systems that applied in the General Pensions & Social Insurance Authority.
- 5- The employee's transferring from the federal ministry or entity shall be upon the approval of entity transferred from and the entity transferred to.
- 6- According to the report of the medical committee and transferring rules that stated in this Rule, the employee may be transferred to a job is appropriate with his sickness condition.
- 7- The seconded employee shall not transfer within the secondment period.
- 8- The employee may be transfer to a higher grade vacancy in the entity he is transferred to, provided that; he fulfills the vacancy requirements pursuant to the law's provisions, the regulation and Job's Descriptions & Evaluation Systems and in accordance with promotion rules.

9-The employee shall not be transferred during the probation period.

10- The employee can be transferred to another federal ministry or entity in his job grade and his financial allowances. If the employee was transferred within the fiscal year, he shall receive his salary and financial allowances from the workplace he was transferred from until the end of the fiscal year. In the year next to transferring, the financial allowances shall be added to the budget of entity transferred to and deducted from the budget of the entity transferred from.

Generally, the transferring of the employee shall not prejudice his vested rights.

Article [34]

Transferring Authority

Transferring authorities as follows:

1- Transferring of Undersecretary and Assistant Undersecretary Jobs within the ministry shall be upon the Minister's decision and upon the Employment Authority's decision if the transferring out the ministry.

2- Transferring from other jobs and posts inside the federal ministry or entity, shall be upon the Minister's decision or his authorized person, and per the approval of two Ministers in the entity transferred from and to.

Article [35]

Delegation

The minister or his authorized person may delegate an employee to carry out duties or fill a vacancy or to replace absentee employee in or outside the federal ministry or entity upon the following conditions:

1- The employee shall not be delegated to more than one job in addition to his original job.

- 2- Delegation can be in addition to the original job or by way of assignment to the job.
- 3- Delegation period shall not exceed six months which is extendable.
- 4- The vacancy delegated to shall be in the same grade of the delegated employee, or maximum two grades higher.
- 5- Employee shall not be delegated during the probation period.
- 6- Employee shall not delegate to a higher job, if his result in performance evaluation according to Performance Management System was need improvement than the previous year.
- 7- The delegated employee is subject to all applied regulations in the delegation entity, excluding periodical allowance, promotion and termination.
- 8- Delegation can be terminated in any time prior to end of delegation period.
- 9- Inflicting a penalty on the violations committed by the delegated employee outside the federal ministry or entity, is the competence of the entity he was delegated to, if the delegation was by way of assignment and pursuant to management penalties and procedures applied in the entity.

Article [36]

The Employee may granted, by the entity he was delegated to, delegation allowance effective from the date he commenced his duties, as 25% of the basic salary for beginning of the grade job he delegated to, upon the following conditions:

- 1- Delegation is in addition to duties of the original job.
- 2- Delegation period is more than two months.

Article [37]

During or after delegation period, and according to transferring terms stated in chapter four and promotion provisions stated in chapter six of this Rule, the delegated employee may transferred or promoted to the job he was delegated to.

Article [38]

Secondment

The employee can be seconded to any federal or local ministry or entity by the Minister's decision. And can be seconded to any foreign, Arabian or regional corporation or organization by decision of the Cabinet, and according to the following terms and conditions:

- 1- The approval of the concerned authority in the seconding entity and the entity was seconded to.
- 2- The employee's written consent on the secondment and renewing.
- 3- Salary, bonus and allowances:
 - A. The seconded employee receives his total salary, leaves and other benefits from the entity he was seconded to as of the secondment date up to termination.
 - B. If the secondment was in regional or international entities, the employee is entitled to receive his basic salary from the original employee in addition to any amounts, benefits or allowances from the entity he is seconded to. The Cabinet may grant to the employee other benefits, if necessary, and entitled for his leave form the entity he is seconded to.
- 4- Secondment to federal or local ministry or entity inside the country shall not exceed one year after that either the employee is returned to his work or transferred to the entity he is seconded to by virtue of provisions are stipulated to transferring.
- 5- Secondment outside the Country to any international, Arabian or regional corporation or organization shall not exceed one extendable year.
- 6- The federal ministry and entity may fill the post vacant due to secondment in or out the Country. And shall place the employee after returning from secondment in a job is determined by the original entity, without prejudice to his grade and total salary.
- 7- The secondment period is calculated in pension and retirement remunerations.
- 8- During secondment the employee is subject to policies and

procedures are applied in the entity he is seconded to, except service termination which is the competence of his original entity.

9- Employee shall not be seconded during the probation period.

10- Inflicting a penalty on the violations committed by the seconded employee is the competence of the entity he is seconded to and in virtue of management procedures and penalties are applied in such entity, provided that, shall inform his original entity about the violation was committed the employee and the management penalties are imposed on him.

11- The performance of the seconded employee is evaluated in coordination with the entity he is seconded to and according to Performance Management System for federal government employees.

12- The seconded employee can be promoted in his original entity during the secondment period pursuant to applied procedures. The seconded employee is not entitled to any leaves or vacation by his original entity in any circumstances.

13- By the Minister's decision may borrow any of:

A. Local government Employees for a period not exceeds one year extendable to another one year and the entity that the employee was seconded from shall undertake his total salaries and allowances.

B. Arabian or foreign governments or Arabian, foreign or regional corporations or organizations for a period not exceeds one year extendable for one year, and the entity that the employee was seconded from shall undertake his total salaries and allowances. And shall coordinate with Ministry of Finance if the Ministry undertakes any salaries, expenses or any financial costs.

Article [39]

1- Secondment is being terminated in the following conditions:

- A. By expiration of the secondment period and renewing period.
 - B. Upon written request from the employee and approval of the two entities.
 - C. Upon the request of the competent authority in the seconding and borrowing entities.
- 2- The employee shall return to the workplace he was seconded within 5 working days after the date of secondment termination, if the secondment in the country and within one month if secondment is outside the country.
- 3- The party wishes to terminate the secondment shall notify the other party in written at least for period of two months before the secondment expires.

Chapter Five

Performance and Rewards Performance Management System

Article [40]

1- Performance Management System aims to achieve the followings:

- A. Establishing a scientific approach for reward and remunerating distinctive and excellence achievements.
- B. Developing and promoting the employees' performance through a periodical evaluation commensurate with the federal ministry or entity's objectives.
- C. Accommodate and compromise between the employees' personal objectives and objectives of federal ministry or entity.
- D. Encouraging individual achievement and team morale.
- E. Encouraging the progressive learning and development.

2- The employee performance is to be evaluated according to Performance Management System of federal government employees, which is issued by the Cabinet upon the Authority proposal.

Article [41]

By the minister's decision the employee may be granted a special financial reward for any of his suggestions that would contribute to develop the performance in the ministry where he works, that was based upon the rules proposed by the Authority and approved by the Cabinet.

Chapter six

Article [42]

Promotions

Two types of promotion are applied to employees, which are job promotion and financial promotion.

Article [43]

Job promotions

Job promotions are made through following approaches:

- 1- promotion to a vacancy per the following rules:
 - A. Promoting to the direct next higher grade.
 - B. Obtaining the performance levels is required to promotion in accordance with Performance Management System.
- 2- Promotion to a new vacancy created due to restructuring or redistributing of responsibilities and duties according to:
 - A. Promotion to a new vacancy.
 - B. Promotion shall be to the higher grade and not to more than one grade.
- 3- The employee is promoted by granting him the salary of the grade beginning or 10% of his basic salary for the grade he is promoted to, whether is higher.

Article [44]

Financial Promotions

On the Minister's approval and on the same grade, the employee may be granted a financial promotion not exceeds 10% of the basic salary, but he shall score the performance levels that required for promotion per the Performance Management System.

Article [45]

Exceptional Promotion

Upon the Minister's decision the distinctive employee may get exceptional promotion in accordance with Performance Management System and as follows:

- 1- Not more than tow grades to vacancy, provided that the employee shall be granted the salary of beginning of the grade he promoted to, or 20% of the basic of his current salary, which is higher. The employee shall have the qualifications and skills appropriate with the new vacancy requirements, o r
- 2- Grating him exceptional financial promotion not exceeds 25% of his basic salary in the same grade.
- 3- The employee shall not promote exceptionally, unless three years elapsed since the last exceptional promotion.
- 4- Combining between exceptional and financial promotion is not allowed.

Article [46]

Promotion Policies

- 1- Provision of the financial allowance for such types of promotion.
- 2- Availability of vacancy for job and exceptional promotion.
- 3- Issuing of promotion decision by the authority concerns with appointment.
- 4- Promotion is deemed effective from the decision date and retrospective promotion is not permissible

- 5- Seniority is not considered in promotion unless the performance evaluation is equal.
- 6- Combine promotion with periodical allowance is not allowed if made in same date and per the annual performance evaluation.
- 7- The employee shall not promoted- any type of promotion- unless after 12 months since the last promotion.
- 8- Not permissible to promote the employee during educational leave.

Chapter Seven

Training and Development

Article [47]

General Policies

Pursuant to Development and Training System that is issued by the Cabinet and upon the Authority's proposal, the federal ministries or entities shall observe to train its employees and develop their knowledge, skills and job's abilities, whether in jobs that they are occupying or the higher jobs are planned to assume their responsibilities and duties.

Article [48]

Federal ministries and entities shall lay and implement annual plans to train and rehabilitate the employees in all levels on light of the results of Performance Evaluation and whenever it is necessary.

Article [49]

Training Needs Analysis

- 1- The annual training needs for each federal ministry or entity shall be designated and analyzed through the approved strategic policies and objectives of the federal government, ministries or entities.
- 2- Each federal ministry or entity shall analyze the training and development needs through various resources comprise of:
 - A. Describing the jobs and compare them with the educational qualifications and work experiences for the job occupiers.
 - B. Evaluating the efficiency of annual performance.

- C. The directors and managers› opinions about the performance weak points which need to increase the performance efficiency for the employees they supervise them.
 - D. The employees› opinions about extend of their need for development of work efficiency.
 - E. Changes in work system and circumstances
 - F. The restructure and the need for training on the created jobs.
 - G. Any other resource the federal ministry or entity deems it benefit.
- 3- Human Resources Department shall study and determine the training needs in coordination with concerned departments, sections and the employees in order to:
- A. Determine the qualifications and abilities are required of the all level of employees to achieve the ministry›s objectives.
 - B. Determine the skills or knowledge level that is necessary to enable the employee to promote his performance.
 - C. Determine the skills and qualifications are required in the next level of job progress and to prepare the employee for such skills and qualifications.
- 4- In the light of the results of studying and determining the training needs of the employees, each federal ministry and entity shall make annual training and development plan.
- 5- Human Resources Department assumes the responsibility of implementing the annual training and development plan after the budget approval.
- 6- The federal ministry and entity annually prepares the total budget for training and development, which including the assumption costs for the training and development programs that to be carried out in the year which its budget is to be prepared.
- 7- The HR Department shall evaluate training process through:
- A. the trainee individual evaluation

B. The managers evaluate the impacts of training on performance of the trained employees.

C. Evaluating the authority organized the training.

D. Any other means are used to evaluate training and its impacts.

8- The federal ministry and entity may, upon the proposal of the concerned department or section and in coordination with HR Department and approval of concerned authority, change and modify the annual training and development plan at anytime and for any reason according to the work benefit. Provided that the not exceed the total amount budgeted to training.

Article [50]

Scholarships

A- The federal ministry and entity may sponsor the Locals who are gradulators of secondary school to study some technical and vocational specializations, that in accordance with provisions of related laws.

B- In accordance with the employees' needs and per the provisions are stated in Article 8288- of this Rule, the federal ministry or entity may also sponsor some of its local employees to finish their university and post graduate study or to obtain accredited professional certificates.

Chapter Eight

Training Official Missions

Article [51]

First Part: Official Missions

The Authority concerns with delegating to Official Missions

1- Delegation to formal duties, whether in or outside the Country, shall be upon a decision by the Minister or his representative. The Minister may also delegate non government employees to formal duties outside the Country, or to group them in official delegations. The delegated person shall be treated according to the category is defined in delegation decision which shall determine the entity that undertakes the costs.

2- Delegation decision shall state the nature and objectives of the mission or duty, the in charge employee, the destination and the delegation period.

Article [52]

Delegation Period

1- The period of delegation «out the Country» is determined according to the duration and nature of the official mission plus the time for travelling to and fro, and the period shall not more than one day before and after the mission.

2- The period of delegation inside the Country is determined by the official mission actual dates.

3- To calculate travel allowance for official mission, part of the day shall be calculated as full day if departure was before midnight. And part of the day is regarded full day after arriving to the Country in the midnight per the country timing.

Article [53]

The delegate's obligations

- 1- Observing the proper behavior in all his acts and conducts to represent the civilized view of the Country.
- 2- To dedicate his time for the purpose he was delegated for and to be commendable conduct, maintains the Country reputation and respect the culture of the country he is delegated to.
- 3- Notify his work entity about any obstacles hinder him during delegation period in order to facilitate and eliminate such obstacles via the official channels.
- 4- At once he return shall report in details the results of the official mission he was delegated to.

Article [54]

Delegation's Allowances

1- Delegation Allowance for abroad official mission

The employee was delegated to abroad official mission, in addition to his total month salary, shall granted delegation allowance for each day or part of day is passed in such mission. The allowance comprises of residence allowance, food, petty expenses and travel expenses, according to the following table:

The delegates position and job grade	Position	Delegation leader		Delegation member\ single delegate	
		Entertainment		Entertainment	
	Remuneration	With-out	Full	Without	Full
Undersecretary or Assistant and Peers		Travel allowance	3000	1500	3000
	Leadership allowance	1050	525	-	-
	Total	4050	2025	3000	1500
Special grade employees to grade two and who in their level	Travel allowance	2500	1250	2500	1250
	Leadership allowance	750	375	-	-
	Total	3250	1625	2500	1250
Third grade employees and below	Leadership allowance	500	250	-	-
	Total	2500	1250	2000	1000

2- Entertainment Expenses:

A. The employee was delegated to official mission outside the country is regarded as in full entertainment if the entity he was delegated to has provided allowance or the accommodation, food and travel expenses.

B. If the entity delegated the employee did not provide any of the expenses referred to in clause «A» during the official mission, he shall be deemed not in full entertainment and the employee work place shall pay him all the travel allowances.

3- The allowances listed in the table above shall be increased to the delegation leaders who represent the Country in abroad official missions as following rates:

A. 35% if the delegation leader is undersecretary or Assistant or Peers.

B. 30% if the delegation leader is special grade employee or in the level.

C. 25% if the delegation leader is not among the above category, as stated in the table.

4- The employee is entitled 50% of the allowances above stated, if he is in full entertainment of the country he is delegated to.

Article [55]

Air Tickets

Ticket class for the delegate outside the country to official mission is per the following table:

Job grade	Ticket class
Undersecretaries, Assistants, Head and judges of Supreme Federal Court, Heads of Appeal Courts, Heads of Court of First Instance and who in their level.	By Air First class ticket or other equivalent means of transportation.
Special grade employees to grade two and the other juridical officers and who in their grade.	By Air business class ticket other equivalent means of transportation.
Third grade employees and below.	By Air economy class ticket other equivalent means of transportation.
If the employee among the delegation and the leader is Minister or Director General.	By Air business ticket other equivalent means of transportation.

Article [56]

Other expenses

- 1- The cabinet determines the amounts are to be paid to the delegation leader to cover reception and hospitality expenses.
- 2- The government undertakes the expenses of moving the government luggage and official documents are required in the mission.
- 3- The employee, upon his written request, may granted special advance before he depart the Country and the advance shall not exceed 50% of the travel allowance. The advance is to be deducted from the employee's travel allowance within maximum

one month after his arrival. If the employee has been granted the advance and he did not actually travel for any reason, he shall return the advance immediately to his work entity; otherwise it shall be deducted from his next salary.

4- The delegate workplace shall obtain the required visas and pay the fees for the concerned departments. And the employee shall guarantee that his passport and other official documents are correct and valid.

Part Two:

Programs and Training Courses

Article [57]

Delegation to programs and training courses

1- Delegation of the employees to training courses and programs, in or outside the Country, or giving them permission to join training courses and programs inside the country to follow up the practical and theoretical development in away that acquires the trainee administrative or technical experiences and skills and behavior that develop and improve him in his work. But not consequence of passing the training course or program obtaining of any educational qualification.

2- The federal ministry or entity shall determine the annual training needs for the employees in the light of the approved strategic policies and objectives. And analyze training and development needs via different resources such as annual performance evaluations for the employees and their managers.

Article [58]

The Authority concerns with issuing delegation decisions

The permission for the employees to joint and attend training courses and programs is upon the concerned Minister's decision or his representative, whether the training course or program is in

or outside the Country, with expenses or without expenses or as execution of agreements were made in this regard.

Article [59]

Nomination for attending programs and training courses

1- Employees can be delegated to training programs and courses in and outside the Country and in the limits of the accredited financial allocations.

2- The federal ministries and entities, for nominating some of their employees to attend training courses and programs, shall comply with:

A. The timetable of the training courses and programs that is accurately determined by training authority outside the Country.

B. Ascertain the provision of financial allocations in the ministry or the federal entity budget allocated for delegation expenses.

C. Prohibit the candidate who excuses for attending a program or a training course for unacceptable reasons from nomination for any other programs or training courses for 6 months.

Article [60]

Conditions of delegation to programs and training courses

To delegate an employee to a program or a training course is conditioned:

1- Obtaining the consent of the training body by the concerned authority in the employee work.

2- The program or training course shall have direct relation with the job is carried out by delegated or he will commence later according to his job progress and individual development plan that is determined by Performance Management System and Training and Development System for Federal Government Employees that is issued by the Cabinet pursuant to the Authority proposal.

3- He must be versed in the program or the training course's language to the extend he benefits from the course.

Article [61]

Obligations of the delegate to programs or training courses:

The delegate to programs and training courses shall:

1- Persist to attend the course or the training program.

2- Maintain the Country reputation.

3- Respect the laws and customs of the country he was delegated to.

4- Report in details the course or the training program he was delegated to.

5- If he violated these obligations, the course will be terminated and the delegate shall pay back all the financial allowances were paid to him.

Article [62]

Delegation period to programs and training courses

Delegation period is determined by the period of the program or training course plus the time for go and fro as follows:

1- Maximum 3 weeks if the course or the training program is outside the Country, but the Minister may make exception if the period was longer than that.

2- The period shall not longer than one day before the course and one day after.

3- To calculate travel allowance for course or training program, part of the day shall be calculated as full day if departure was before midnight. And part of the day is regarded full day after arriving to the Country in the midnight per the country timing.

4- Delegation period inside the Country is determined by actual days of the course or training program.

Article [63]

Programs and Training Courses› Allowances

A.Allowances for abroad courses and training programs

The employee delegated to a course or training program outside the Country is entitled for the allowances as listed below, and he shall entitled to 50% of such allowances if he in full entertainment of the trainer.

The delegate›s position and job grade	Entertainment	
	Without	full
Undersecretaries and Assistants and similar	3000	1500
Special grade employees to grade two and who in their level	2500	1250
Third grade employees and below	2000	1000

B. The delegate's expenses:

- 1- The employee was delegated to course or training program outside the country is regarded as in full entertainment if the entity he was delegated to has provided allowance or the accommodation, food and travel expenses.
- 2- If the workplace the employee was delegated to, did not provide any of the expenses referred to in clause «1» during the training course, he shall be deemed not in full entertainment and the employee workplace shall pay him all the travel allowances for each day, for payment purpose half day shall consider full day.
- 3- The federal ministry and entity shall undertakes the accommodation and food allowances for the delegated to course or training program inside the Country, in addition to his total month salary, provided that the training course venue is far more than 100 KM and the training course period is longer than one day.

Article [64]

Air tickets

The employee is delegated to training course or program is entitled to:

- 1- Air ticket for the employee from his workplace in the Country and to the country he was delegated to.
- 2- One ticket shall be handed to the a member of the local employ's family to accompany her to attend a training course or program outside the country, whatever the period, and of same class of the employee's ticket.
- 3- Ticket class for the delegate outside the country to training course or program is per the following table:

Job grade	Ticket class
Undersecretary, Assistant, Head and judges of Federal Supreme Court, Heads of Appeal Courts, Heads of Court of First Instance and Peers.	By Air First class ticket or other equivalent means of transportation.
Special grade employees to grade two and the other juridical officers and who in their grade.	By Air business class ticket other equivalent means of transportation.
Third grade employees and below.	By Air economy class ticket other equivalent means of transportation.

Article [65]

Other Expenses

1- The employee who is delegated to a training course or program is entitled to medical treatment expenses during the delegation per the receipts approved by the Country's embassy, or concerned related offices, or the medical authorities in the delegation country according to the situations.

2- The work entity shall obtain the required visas and pay the issuing fees and charges to the concerned departments.

Article [66]

Termination of the employee>s participation in the training course

The Minister or his representative may terminate the employee>s participation in a training course, if his circumstances, the work need or the public interest requires the termination.

Chapter Nine

Types of Leaves

Article [67]

Leaves are categorized according to the following:

- 1- Annual Leave.
- 2- Sick Leave.
- 3- Maternity Leave.
- 4- Paternity Leave.
- 5- Bereavement and Iddat Leave.
- 6- Pilgrimage Leave.
- 7- Exceptional Leave.
- 8- Educational Leave.
- 9- Unpaid Leave.

Annual Leave

Article [68]

1- the employees who are appointed in permanent jobs is entitled to annual leave with total salary is paid in advance after the consent of the concerned management as follows:

- A. 30 working days for Undersecretary, undersecretary»s Assistant and higher jobs.
- B. 22 working days for the other employees.

- 2- Annual leave permission shall not be granted unless after the probation period.
- 3- If the work need required that, the concerned authority may recall and summon the employee during his approved annual leave and return to the work before it finishes. In this case he shall be cash remunerated for remaining period of the annual leave which he did not benefit from.
- 4- The employee after he starting his leave, in special cases are approved by his direct manager, he may interrupt the leave and return to work and the remaining period of the leave shall be added to the his leave balances.
- 5- The employee may take his annual leave as complete or divide it into different periods after obtaining the consent of his direct manger. And he may combine between annual leave and any other leave he deserves according to situations that are stated in HR law.
- 6- If the period of the annual leave that is deserved by the employee is different due to his promotion or grade changing, the annual leave period shall be changed as of the date of promotion or grade changing) decision.
- 7- The employee shall not request to calculate the sick leave if it intervene his annual leave.
- 8- Pursuant to sick leave regulations that are stated in this Rule, if the sick leave that is obtained by the employee during his annual leave extended after the annual leave, the remaining day of the sick leave shall be calculated as of the day that the employee has to return to work.

Article [69]

1- The employee shall use and exhaust his annual leave within the accrued year. If he failed to use all the leave balance of such year due to work requirements and circumstances, he shall use a period not less than half of the accrued annual leave.

2- Subject to stated in clause [3] of Article 68 of this Rule, the employee may forward half of his accrued annual leave to the next year, in this case he will not benefit form the excess.

3- During the service the employee is not entitled to financial allowance instead of the remaining and unused of the annual leave.

4- In case of the employee>s service termination; he is entitled to receive financial allowance for his legal accrued annual leave balance.

5- If the employee>s service is terminated before completion of the year of the annual leave, the number of days he was used from the leave excess what he deserves shall be deducted after the service end date.

Article [70]

Periods of annual leaves dates for employees of Government Schools and Disabled Centers shall be determined according to Ministry of Education and Ministry of Social Affairs, within each responsibility.

Article [71]

The employee shall not entitled annual leave for the following periods:

1- Educational leave or educational mission Period.

2- Work cessation period (unpaid).

3- The period of jailing the employee as execution of judicial verdict issued against him, in the cases service not terminated by law.

4- Probation period, if the completed such period and the employee is not qualified for the job.

Article [72]

Sick Leave

- 1- The employee may be granted sick leave if his health condition hinders him to practice his job or to prevent him or the others from any dangers according to medical report form approved medical authority.
- 2- The employee shall inform his direct manger at once he obtained sick leave unless there is force majeure prevents him to do that.
- 3- The maximum limit of the sick leave is calculated, for one time or during the year, per the work days. Weekends and holidays shall not recompense or replaced with other days if intervenes the sick leave.
- 4- The maximum limit of the employee's sick leave during the year is 15 working days and permitted as per the following:
 - A. Per approved medical report from the official medical authority, if the sick leave does not exceed 5 continual working days for once.
 - B. If the sick leave exceeds 5 working days once or exceeds the maximum period referred above, the sick leave permission should be per medical report approved by the Medical Committee.
- 5- If the employee exceeds the maximum limit of sick leaves, 15 working days per year, the Ministers or his authorized may refer the employee to the medical committee to decide on his health condition on its discretion.
- 6- If the sick leave reoccurred the Minister or his authorized may refer the employee to the medical committee to execute medical test and prepare detailed report states the trueness of the sick leaves and the extend of the employee fitness.

7- Permission for sick leave continued to period exceeds six months shall be per medical report approved by the medical committee, which may extend the sick leave for another period but not exceed six months, or recommend by termination of this service due to not fit.

8- Sick leave shall be calculated among the service period that the employee deserves end of service benefits or retirement pension. The employee is entitled for total salary within the sick leave.

9- If the sickness because of occupational accident, the employee shall be permitted for sick leave for period not exceeds one year with total salary. And if his sickness continued for more than this period he shall be referred to the medical committee to check his healthy condition and extend the sick leave for a period not exceeds six months or to recommend with terminating his service for unfit according to pension and social insurance law.

10- To apply the rules of this law, occupational accident means any injury occurs due to accident happens while or because of carrying out his job or infection with one of the vocational diseases are defined by the concerned medical committee which is stated in the previous article and according to the schedule [1] attached to the federal law no: [8] year 1980, regarding the laws organize the work relationships and the amending laws. The accident that happens during the employee going to work or coming from work is regarded as occupational accident.

Article [73]

Maternity Leave

1. The employee was appointed in permanent job shall granted Maternity leave for two month with total salary, and may be granted two weeks before the expected delivery date per the report of the treating doctor and shall be continual. Maternity leave shall not be granted to employees on temporary contacts.

2. After the end of Maternity Leave and the leave connected with and for a period of four months after the employee returned to work, she may leave the workplace for two hours daily to breastfeed her baby, whether she leave the work in beginning or end of the official working hours. In all circumstances the two hours are calculated in the working hours and with total salary.
3. It's permissible to joint between leave, annual leave and unpaid leave.
4. The weekends and holidays intervene Maternity leave are calculated as part of the leave, and the weekends and holidays concur with the beginning or the end of the leave.
5. Calculating of end of service benefits, retirement pension and annual leave shall continue for the approved Maternity leave.
6. If the employee was granted a sick leave within the Maternity leave, the Maternity leave shall not extend as long the sick leave.
7. The employee may obtain Maternity leave within the probation period and extend to as long the Maternity leave.

Article [74]

Parental Leave

The employee who has a live baby inside the Country shall be granted paternity leave with total salary for 3 working days continual or discontinue within the first month of the baby birth.

Article [75]

Iddat and Bereavement Leave (funeral)

Bereavement Leave

- 1- the employee shall be granted bereavement leave with total salary as follows:
 - A. Period of 5 working days for death of any of his immediate relative (father, mother, son, daughter and wife).
 - B. Period of 3 working days for death of any of his second grade relative (grandfather, grandmother, brother, sister and grandsons).
- 2- Permissible to combine between bereavement leave, annual leave and unpaid leave.
- 3- If bereavement leave occurred during the annual leave, the employee may extend the annual leave or increase his leave balances equal to the working days coincidence with the bereavement leave.
- 4- The employee shall report his relative's death and provide the reasonable prove after he returned from the bereavement leave.
- 5- Bereavement leave shall start as of the death date.
- 6- The grade relation of one of the spouse is considered same as the grade for the other spouse.

Article [76]

Iddat Leave

- 1- The Muslim employee whose husband was died shall be granted special leave for Iddat period of (four months and ten days) effective from the husband death date, and shall not calculated among or deducted from her other leaves.
- 2- The employee shall inform her immediate manger by any available mean or by herself, relative or a colleague and attach the death certificate attested and approved by concerned authorities whether in or outside the Country where death took place.

3-Calculation of end of service benefits, retirement pension and annual leave shall continue for bereavement leave.

Article [77]

Pilgrimage Leave (Hajj)

1-The Muslim employee shall be granted 15 working days with total salary to do Hajj, and maximum two times along his service period separated by a period not less than 10 years.

2- The employee may combine between Hajj leave and annual leave.

3- Hajj leave shall not be granted unless the probation period is successfully passed, when the employee come back to workplace shall present the necessary prove that he performed Hajj.

4- Weekends and holidays intervene Hajj Leave are not considered part of the leave.

5- Hajj leave that is not obtained by the employee shall not considered as vested right and therefore not calculated in the annual leave balance in the employee's end of service.

Exceptional Leaves

Article [78]

Assignment Leave

1- upon the request of concerned authorities sponsoring such activities and for the period determined by such authorities, the Minister or his authorized may grant the local employee assignment leave with total salary to assume and carry out duties such as representing the Country in the national teams, sport and cultural activities or other any related purposes are not connected directly to the Ministry where he works.

2-Conditions t entitle assignment leave:

A. the employee shall has qualifications, professional experiences, skills or talent in the fields mentioned in the above clause.

B. Participation to represent the country shall be upon written request from the authorities concerns with such activities and for the determined period according the related approved regulations.

C. The tasks or responsibilities shall not connect directly to the Ministry work or his workplace.

D. The employee is not permitted to have assignment leave more than two times per year, unless the activity is listed in the activities plans and schedules that are approved by the requesting authority.

3- Assignment leave is not permitted unless the employee passed the probation period.

4- The employee receives his total salary form the government entity he belongs to, in addition to any other bonus or rewards he receives from the official entity he works for during the exceptional leave, and obtains his annual and sick leaves from the entity he works for per the applied laws. And he is not entitled for balances of annual and sick leaves from the government entity for the exceptional leave period. After he came back his annual and sick leaves are calculated proportionally with period remaining from the year.

5- The leave period calculated in entitlement of periodical allowance, promotion and retirement pension.

6- At the end of assignment leave, the entity the employee works for shall report to the employee>s original workplace explaining the jobs were carried out by the employee in the previous period and the efficiency level of performing such works and achievements.

Article [79]

Patient Accompany Leave (out the Country)

- 1- The Minister or his authorized may grant the local employee exceptional leave with total salary for a period not exceeds two months to accompany a patient, disregard of the relationship grade, to receive medical treatment out the Country pursuant to recommendation of official medical entity.
- 2- The minister or his authorized may extend the leave according to medical report explains the patient condition and shall be approved by the Country embassy.
- 3- When the employee return to his work place shall present a medical report about the patient condition form the entity that carried out the treatment and attested by the Country embassy in the treatment country and authenticated by the medical committee in the Country. If the employee failed to present such report, his direct manager shall recommend to HR Department to take the necessary procedures, including referring the employee to Violations committee.

Article [80]

Patient Accompany Leave (inside the Country)

- 1- The Minister or his authorized may grant the local employee extendable exceptional leave with total salary for a period not exceeds two months to accompany his spouse or one of his relatives, until second grade, to receive medical treatment inside the Country per a medical report from official medical entity indicates that the patient is need for accompany during the treatment in or out the hospital.
- 2- The Minister or his authorized may extend the leave according to authenticated medical report about the patient condition and indicates the patient's need for accompany.

3- When the employee came back he shall present to his workplace a medical report from the medical entity undertook the treatment and authenticated by the concerned medical committee in the Country. If the employee failed to present such report, his direct manager shall recommend to HR Department to take the necessary procedures, including referring the employee to Violations committee.

Article [81]

Educational Leave

1- Without prejudice to what stated in Article [50] of this Rule, the federal ministry or entity, upon the Minister's consent or his authorized, may sponsor some of its local employees by granting them academic paid leave as full or partial assignment including fees and costs to complete their university and post graduate study or to obtain the approved vocational certificates for a period equals the period of the accredited educational program.

2- the Minister's or his authorized may grant the local employee academic paid leave as full or partial assignment, whether in or outside the Country, to obtain a certificate higher than post secondary diploma for a period equals the period of the accredited educational program.

Generally, the qualification shall conform to the future needs of the federal ministry or entity.

Article [82]

Educational Leave Terms and conditions

The employee shall be granted the academic leave per the following conditions and policies:

1-His service period in the federal ministry or entity shall not less than one year.

- 2- According to Performance Management System, he shall score performance evaluation in level satisfies the expectations.
- 3- He shall obtain academic admission form institute or a college approved by the Ministry of Higher Education and Scientific Research states the type of study, specialization and study period.
- 4- The acquired educational qualification shall be conform to the employee career and the federal ministry or entity needs and work nature.
- 5- The employee does not combine between tow scholarships.
- 6- He must not be dismissed before from educational entity for punitive reasons or weakness of academic learning.
- 7- No permission to study outside the Country if such study is available in the Country, except for reasons appreciated by the Minister or chairman of the federal entity or his representative.
- 8- According to reports from the Country abroad embassy, cultural attachments or diplomatic missions or educational institution inside the Country and upon the minister's decision or his authorized, may grant the employee six months to study the foreign language in or outside the Country, and can be extended for another period not exceeds six months.
- 9- The federal ministry or entity shall coordinate with university or institute where the employee studies to provide the ministry with reports about his study progress.
- 10- The employee who has full assignment leave is not entitled for annual leave during the study period, and he is subject to procedures applied to annual leaves and other leaves in the institute and university colleges along the educational leave.
- 11- Educational leave is considered as actual service period for the employee and calculated in the periodical allowance according to Performance Management System and end of service benefits and retirement pension.
- 12- The performance of full assigned employee is evaluated in the light of academic acquisition results and reports received by the workplace.

Article [83]

In consideration of clause 7 of Article [85] of this Rule:

1- the Minister may extend the educational leave for the employee if there any circumstances require extending the leave and in accordance with:

- A. His academic acquisition satisfies to expectations.
- B. Extension application shall depend on academic reasons or the study entity requirements.

2- The concerned Minister may grant the employee- who still in educational leave to obtain educational qualification- another educational leave if he obtain admission for higher level.

Article [84]

The delegate to educational leave- in or out the Country- shall comply with:

- 1- Regularly attending the class according to the approved schedule.
- 2- Finish his study in the accredited period time.
- 3- Obtaining the educational qualification he was delegated to.
- 4- He shall not modify the specialization he was delegated to, or transfer his study to another country, university, college or institute without prior consent of the Minister of his authorized.
- 5- He shall serve the delegating entity for a period equal to the educational leave period. However, he may serve the aforesaid period in another federal or local ministry or entity according to the Minister's consent or his authorized. The delegate shall commit to pay back all the costs and expenses were paid to him during the educational leave, if he failed to comply with these obligations according to Missions and education Fund Law. The salaries he received from his workplace during the leave is not among such expenses and allowances.

6- He shall commence his work within 15 days, if the educational leave inside the country and maximum one month if abroad. Whether as of the date of obtaining the educational qualification or end of the leave, which is earlier, otherwise, he will be considered absent from work and the related regulations shall be applied on him.

Article [85]

Upon the Minister's decision or his authorized the educational leave may be terminated in any of following:

- 1- Absence from the study for more than three months without reasonable excuse, per the reports about the delegate from the Country embassy, cultural attachments or diplomatic missions.
- 2- Changing the scientific specialization he was delegated to, or the educational entity he joined, or the country of the study without obtaining the Minister's prior consent or his authorized, or chairman of the federal entity or his authorized.
- 3- Commitment of any shameful behavior or conduct may damage the Country interest or reputation, or practicing any activity violated the applied laws in the study country.
- 4- Not joining the study for a period longer than three months from the commencement date. If the Minister or his authorized did not satisfy with reasons of not joining the study, this period shall be deducted from his annual leaves balance and the excess regarded as unpaid absence from work.
- 5- The Minister may terminate the educational leave for the work needs or the public interest. In this case the employee is not obligated to pay back the fees and expenses and financial allocations incurred in the elapsed period from the leave.
- 6- The employee may suspend the educational leave for one term and for circumstances appreciated by the Minister. In this case the leave shall be extended for similar period equal to suspension.

7-Fail more than time to pass the tests accredited to move to the next stage, in emergency case the Minister may permit for another one time.

In all conditions, this shall not prejudice to disciplinary case if necessary.

Article [86]

In consideration of clauses [5,6] of Article 85, in case of terminating the educational leave for the reason state in the previous article, the employee shall commit to pay back all the fees, expenses and financial allocations were paid to him during the study period, excluding the total salary.

Article [87]

Examination Leave

1-The Minister may grant the local employee who is enrolled in distance learning program, in or outside the Country, or the local employee who organizes in evening study in one of the accredited college, institute or school inside the country, total paid leave to set for term and year examinations, to discuss post graduate researches, provided that the period is determined according to the approved examination program.

Monthly and admission examinations, registration, discussion of study projects during the term are not subject to that.

2- The local employee may granted additional leave prior to the examinations referred to in clause [1] above for a period not exceeds 5 working days if the examinations performed inside the country, and not more than 10 working days if the examinations performed outside the country, provided that, total leaves shall not exceeds [22] working days per year, excluding the exam time.

3-The local employee may granted short study permission for two hours daily to attend the classes in any accredited study program until the completion of the such program. This permission shall not be granted if there was no conflict between the official work hours and the class time.

Article [88]

Unpaid Leave

1- the Minister or his authorized may grant the employee unpaid leave for a period not exceeds 30 days in the year, provided that the employee has serious reasons require granting him such leave.

2- The unpaid leave conditions:

A. The employee shall not have annual leave balance.

B. The granting the leave shall not affect the work progress in the light of the work requirements and interest.

C. Any other conditions considered by the management.

3- The unpaid leave period shall not calculated in the employee service period, and annual leave as well.

4- The weekends and holidays intervene the unpaid leave shall considered as part of the leave.

Article [89]

Without prejudice to provision of Article (101\11) of HR law, the employee shall not absent from work except during the leave granted to him, if the employee absent from the work or not returned to workplace after the leave, the following shall be applied:

1- If the concerned authority accepted the excuse of absent employee, the absence period shall be deducted from his annual leave balance, and if the employee has no leave balance, the excess period shall be considered unpaid absence from work.

2- In case the concerned authority did not accept the excuse of absent employee, the penalties stated in the violations list for the official working hours. And absent period shall be considered unpaid absence.

The period calculated as absence from work shall not be calculated in the employee service.

Article [90]

Leaves General Conditions

1- The accrued leaves shall be granted to the employee in limit of periods approved by the concerned authority.

2- The employee service period shall be continuous during any of his accredited and permitted leaves, therefore they are calculated in entitlement of periodical allowance, end of service benefits and retirement pension, excluding unpaid leave.

3- The employee shall commence his duty in the definite time after the end of the permitted leave, otherwise, he shall be deemed absent from work.

4- The employee shall not be entitled for the periods of unauthorized absence from work any of the accredited leaves.

5- The concerned authority may permit the employee to enjoy with different leaves in a continual way according to HR law.

6- During the period of transferring, delegation and secondment of the employee to any other entity, his leave shall be balanced and define his different types of leaves until the end of the day previous to the transferring, delegation and secondment effective date. Then, the employee leave shall be authorized by the entity where he was transferred, delegated or seconded to and according to the applied rules therein.

7- In case the employee service period extended after the retirement age, he shall be entitled to all types of leave that can be granted before retirement age.

Chapter Ten

Job violations

Article [91]

- 1- The employee shall act and behave in good conduct comply with the behavior standards that are accredited in the public jobs and in accordance with professional behavior document and the public job ethics, and he shall observe the enforced laws in the Country. Any employee violates the job duties as per the stipulated in HR law, or violate his work duties, shall receive administrative penalty, without prejudice to civil or criminal liability if necessary.
- 2- The employee shall not pardon or forgiveness form administrative penalties unless confirmed that he has committed the job violations as execution of an written order from his direct manager despite he notified him in written about the violation, in this case the responsibility shall be on the order source.
- 3- The criminal authority shall be notified if what the employee was committed involves criminal case.
- 4- The employee shall not be punished for the act or the violation more than one time or impose on him more than penalty.
- 5- Shall not impose on the employee any administrative punishments, unless after carrying written investigation with him and given good opportunity to hear his statements and defense.

Article [92]

Initial Investigation

- 1- The direct manager assumes and undertakes the initial investigation procedures according to the complaining or audit or other mean indicates that a violation was committed by one of his employees, and this violation requires referring the employee to violations committee.

2- The employee shall refer to violation committee if confirmed to direct manager availability of evidence and presumption indicates the employee commitment.

3- The initial investigation van be orally, provided that the investigating is written in the reference application, if the investigation was written, a copy shall be attached with reference application.

Article [93]

General Principles- Violations Committee

In each federal ministry and entity and upon the Minister's decision a committee called «Violations Committee» shall be constructed to consider the violations committed by the employees- except the violations relate to the official hours and responsibility of the direct manager- and to apply the administrative penalties stated in Article [83] of HR Law, excluding dismissing form service.

Article [94]

Violations Committee Setup

The Violations Committee shall be chaired by the undersecretary assistant for supporting services or any peer in the federal ministry or entity and number of members determined by the constitution decision, and should be a representative form HR department and Legal Affairs department among them. The Committee shall has a secretary assumes required arrangements for meetings and record the minutes, decisions and recommendations and report them.

Article [95]

Procedures of referring the employee to the Violations Committee

- 1- The committee receives brief requests referring the employee to investigation by the employee directors and according to the administrative sequence in the federal ministry or entity. The brief shall explain the violation, evidences, facts and presumptions.
- 2- The employee referred to investigation is summoned by a written notification signed by the Committee chairman and send to the employee and his department. The notification shall contain the violation, the session date and place, that is at least before 5 days form the session.
- 3- If the employee did not appear before the Committee, he shall be notified again through the same procedure and determine another date to appear before the Committee, the notification shall be at least three days prior to the session date.
- 4- If the employee did not appear before the Committee after the second notification, the Committee may carry out the investigation in his absence after verify that he was informed with notification.

Article [96]

Investigation Procedures

- 1- The Committee shall view the documents and be informed about the subject as mentioned in the documents, and assure that it concerned with investigating the violation was referred to.
- 2- At the investigation beginning, the committee chairman shall clearly recite to the employee the facts and presumptions imputed to him and inform him with the evidences that proof his commitment to the violation in order to defense himself and submit the documents proof his statements which shall be recorded and singed by him.

3- The Committee chairman shall enable the employee to view all the documents and give him appropriated time to prepare his defense brief.

4- The Committee shall hear the witness's testimony (if any) and discuss their statements. Not allowed to hear a witness testimony in presence of another witness. The violation investigation and the results shall be confidential and secret.

5- The Committee has the right to view any documents relate to the violation committed by the employee and demands any clarifications from the employee administrative unit. The Committee may recommend suspending the employee from work temporarily for interrogation purpose and ask the assistance of the professional and experts in technical matters.

Article [97]

Administrative Investigation Constituents

Investigation shall be in written and the interrogator shall write the following in the record:

1- Writing date and time.

2- The interrogator's name, reference decision and the entity that issued the decision.

3- The employee's name, age, residence place, his department, position, job grade and summary of the investigated violation.

4- Write down the witness's statements.

5- Recite the investigation record to the employee.

6- Write down all the applied procedures and viewed documents and the record date and time.

7- Appending each page with the interrogator's signature and every body testified his witness.

8- Write down the employee's statements, defense and documents.

Article [98]

Investigation disposal

The committee disposes in the investigation according to the following:

- 1- Retention of the investigation due to non trueness of committing the violation by the referred employee.
- 2- Keeping the investigation for not «important» if the imputed matter does not deserve impose penalty.
- 3- Keep the investigation due to lack If evidences.
- 4- Decides the employee>s liability to all or part of what was imputed to him. In this case the Committee issues its decision by majority and approved by the chairman. If the votes are equals preference shall be given to the chairman part, provided that the decision has reasons and appropriates with the violation committed by the employee who was referred to investigation. And includes one of the appropriate administrative penalties stated in the Article [83] of HR Law, except penalty of dismiss.
- 5- The employee shall be handed the penalty decision which is issued in his regard and sign it to indicate the receiving and notifying the concerned entity.
- 6- If the Committee deemed the employee violation is financial, it shall refer the case to the Minister or head of the federal entity to consider the referring the case to Ministry of Finance or Accounting Department for investigation per its construction law. And the Committee shall issue decisions on the penalties recommended by Accounting Department.
- 7- If the act is criminal case as well, the Committee shall recommend to the Minister of Head of the federal entity to refer the employee to the concerned investigation authority. Referring the employee to criminal investigation shall not prevent from

imposing the administrative penalty, unless the penalty subject to the decision on the criminal case. And if consequence of referring the employee to judicial authorities to decide on proofing or disproof the presumptions imputed to the employee, the Violation Committee shall comply with the decision of the criminal verdict.

8- If the Violation Committee deemed that dismissal appropriates with the facts confirmed on the employee, it shall recommend that to the Employment Authority.

Chapter Eleven

Institutional Culture

Article [99]

Professional Behavior Document & Public Job Ethics:

- 1- All the federal government employees shall view the document of professional behavior and public job ethics and pass the related training course within the defined frame time.
- 2- The Human Resources department in any federal ministry or entity shall provide a mean to the employee who is not able to training in order to understand the document and sing the same.
- 3- Any employee fails to view and train on the document within the deadline, shall be referred by HR department to the Violations Committee.

Article [100]

Working days and official hours

Working days and official hours in all federal ministries and entities shall be fixed along the year as follows:

- 1- Working days and official hours begin on Sunday to Thursday every week, from 7:30 am to 2.00 pm.
- 2- Working days and official hours in month of Ramadan begin from 9.00 am to 2.00 pm afternoon.
- 3- The Minister may approve a Rule regulates the flexible working hours in accordance with the work need and within the weekly accredited working hours.

4- Weekend in federal ministries and entities shall be on Saturdays and Fridays.

5- Official holidays in federal ministries and entities shall be as follows:

Occasion	Month	Number of dates
Hijry New year	First of Moharam	One day
Prophet birth day	12 th of Rabe'a 1	One day
Isra & Mi'raj	27 th of Rajab	One day
National Day	2-3 December	Two days
Eid Ul-Fitr (fasting)	As of 29 th of Ramadan to 3 rd of Shawal	-
Arafa Day	9 th of Zu Alhija	One day
Eid al-Adha	12.11.12 Zu Alhija	3 days
New year	1 st of January	One day

6- Excluding Eid holidays, any the official holidays stated above may be transferred to the beginning or end of week, if occurred between two working days, but the official holiday shall not transferred if coincidence with other official holiday or weekend.

Article [101]

Shifts System

The federal ministry or entity may apply shift system on all or part of the jobs or organizational divisions pursuant to the job requirements and circumstances, provided that total working hours shall not exceeds [48] hours per week.

Article [102]

Comply with working hours

1- All employees shall observe the accredited working hours and electronic signature or other methods indicate the actual attendance and dismiss in fixed time. Undersecretaries and Assistants and their peers are except from signature.

2- The Minister or Director of the federal entity or his authorized may except the employees if their job nature required exception form this obligation.

3- The employee shall inform his direct manager in case he fail to attend and dismiss in the official time for emergency circumstances.

4- Working hours shall be assigned only for the job duties and shall not leave the work place during working hours unless by prior permission from the direct manager.

Article [103]

Working Hours Violations

1- Direct manager is the first person who is responsible for reporting the employee observance of official working hours and undertakes the necessary actions to impost penalty and inform the HR department.

2- HR Department shall verify the working hours violations and the direct manager compliance with the penalties were stipulated in the below table.

3- HR Department shall observe that the direct managers are following up their employees to comply with working hours and punish them. If the in compliance of any of the direct managers was confirmed, he shall be referred to Violation Committee.

4- The following table may be modified by decision of the Committee Chairman if necessary:

Violation type	The penalty graduation in 3 months		
	First time	Second time	Third time
First: violations of accredited working hours without acceptable reason			
Delay but not more than two hours, if excess the employee shall be deemed absent from work	Written attention draw	Written warning	Deduct one day salary
Suspend from work without legal permission for 3 days or less.	Written warning	Deduct one day salary	Deduct 2 days salary
More than 3 days but less than 10 days.	Deduct one day salary	Deduct 2 days salary	Deduct 3 days salary
Plus prevent from salary for the suspension days			
Second: signature violations			
Not sign to indicate the actual attendance and dismiss time without acceptable excuse.	Written warning	Deduct one day salary	Deduct 2 days salary
Fraud in sing attendance and dismiss	Deduct one day salary	Deduct 2 days salary	Deduct 3 days salary
Third: violations of leaving the work place without acceptable excuse or permission.			
Leaving the work place without permission or excuse acceptable by the direct manager.	Written Attention draw	Written warning	Deduct one day salary
Fourth: violations of actual attendance at the working hours			
Attendance in a place other than the work place without acceptable reason.	Written Attention draw	Written warning	Deduct one day salary
Sleeping during working hours	Written warning	Deduct one day salary	Deduct 2 days salary

Notice: deduction shall be from the basic salary.

5- The penalties that imposed on the employee shall have reasons and to notify him about the penalties within three working days since issued.

6- No more than penalty shall be imposed on the employee for single violation.

7- If the employee committed more than one violation within one week, each violation shall be considered separate in type and reoccurred in number of times. The direct manger in coordination with HR shall impose the severe penalty for the drastic violation in the light of the number or repetition for the total committed violations stated in the above table, in disregard to the graduation.

8- If the employee recommitted the violation for the forth time within 3 months from the last one, the penalty shall be doubled three times. And if he committed the violation for the fifth time, he should be referred to the undersecretary to decide what he deems fit.

9- Salary deduction shall not exceed 10 days salary in one time and 60 days in one year, and the employee shall be referred to Violation Committee if deduction exceeded that.

Article [104]

The administrative penalties shall be cancelled as elapse of the following periods:

1- Three months in case of written Attention draw.

2- Six months in case of in case of written warning.

3- One year in case of deducting from the basic salary.

In all conditions, the period begins from the date of imposing the penalty and consequence of the erasing the violation shall be

considered nil and has no legal effect. The mentioned penalties shall not be erased if the employee committed any other violation within the mentioned period. HR department shall retain in the employee's file a record -as reference- for penalties were imposed on the employee.

Article [105]

Compensation for work in weekends

- 1- The direct manager may charge the employee to work in weekends according to the work requirements and interest.
- 2- The employee who charged to in the weekends shall be granted number of days equal to the weekend days.
- 3- If the weekend occurred in official mission day, the employee may be granted days equal to the weekends he worked, or as the condition.
- 4- In any case, the employee shall not granted financial remuneration in lieu of the days he worked during the weekends.

Article [106]

Compensation for work in the official holidays

- 1- The direct manager may charge the employee to work in official holidays according to the work requirements and interest.
- 2- The employee who charged to work in the weekends shall be granted number of days equal to the days he worked in and half of day considered full day.

3- The employee who is entitled for overtime compensation, has the right to choose between compensation with number of days equal to days he was assigned to work or to request receiving a remuneration for the overtime he worked during the official holidays.

4- Without prejudice to what stated in the last clause, if holidays occurred in official mission day, the employee shall be granted number of days equal to the days occurred in the official mission days.

Article [107]

Overtime Compensation System

The employee shall be granted compensation for overtime work he was charged to do out the official working time per the following conditions:

- 1- The employee is charged to do work after the official working hours.
- 2- The assignment was issued in written by the direct manager and approved by the head and CEO of the concerned department, and including the nature of work the employee will carry out and the hours required to execute the work.
- 3- Receiving financial remuneration is only limited to employee occupies grade 4 and below.
- 4- Overtime is calculated after the employee complete the official working hours [35] hours per week.
- 5- Compensation may be holiday in lieu of overtime as one day for every 7 working hours.

- 6- Overtime compensation monthly shall not exceed 30% of the basic salary and maximum AED 1000 per month.
- 7- Payment shall not exceed the item allocated in the federal ministry or entity's budget.
- 8- The overtime work shall appropriate with the actual requirements of the work.

Chapter Twelve

Complaining

Article [108]

Complaining Committee

A committee is setup by the Minister decision to consider the complaining about the administrative penalties, and comprises many members, provided that no member from the violation committee that was complained against.

Article [109]

Within a period not exceeds two weeks from the date of notifying the employee with the penalty decision, he may present a written complaining about the administrative penalties that decided by violations committee to impose on him, or about any other administrative decisions or procedures other than which issued by the violation committee. Complaining about performance evaluation is excluded; which is organized subject to provisions of Performance Evaluation System.

Article [110]

Complaining Committee responsibilities

This committee concerns with viewing and considering the submitted complaining about administrative penalties by viewing the investigation file and listen to the statements of someone about the investigated case. It may send the file back to violation committee to complete any aspects or missed part in the investigation and return the subject back and finish studying the complain and issue its decision as follows:

- 1- Reject the complaining.
- 2- Accept the complaining and modify the penalty.
- 3- Accept the complaining and cancel the penalty.

The complainer shall not be harmed because of his complaining. The committee shall not modify the penalty and impose a penalty more severe than the complained penalty.

Article [111]

The decisions of complaining committee in respect of imposing penalty of attention draw and written warning shall be conclusive and decisive.

Objection on Complaining Committee's decisions

Article [112]

The employee may object and protest against the Complaining Committee's decisions, except written attention draw and written warning, by submitting a written objection and signed by him to the Complaining Committee in the entity within a period not exceeds three weeks from the date he notified about the penalty decision, otherwise, the Complaining Committee's decision deemed conclusive.

Article [113]

Recourse to complaining shall not negatively effect on complaining employee personality or his job situation, or restrict, limit or prejudice his vested rights by the accredited rules.

Article [114]

Complaining Statement

The employee's complaining shall contain the following statements:

- 1- The employee's name, work place, job and address.
- 2- The decision issued by the violation committee.
- 3- The decision issued by the violation committee regarding the act imputed to him, date of issue and notification date.
- 4- Subjective of the object and the reasons relay on, attached with the documents he deems it important.

Article [115]

Objections Committee

A committee shall be setup in the Authority by the chairman's decision to consider the objections to decisions were issued by the complaining committee in respect of penalties were imposed on the employees. This committee shall have a secretary selected by the chairman and not one of the members. And he shall not have vote or counted in the quorum.

Article [116]

Mechanism of Objections Committee work

The committee receives the objection from the employee in the light of the decision issued by the complaining committee, and work mechanism shall be as follows:

- 1- Studying the objection is submitted by the employee in the light of the complaining committee's decision and other attached documents within 30 working days as of submitting the application.

2- In order to execute its responsibilities the committee may take the following:

A. Assign to whom it may deem fit, to carry out the necessary research or study the objection. The assigned person has the right to view the documents and records and request the information he may deem necessary to view.

B. Summoning any employee belongs to the employee's workplace to hear his statements or the necessary testimony in respect of the objection is submitted by the employee.

C. Communicate with any of the federal government employees, if it deems necessary and connect to the objection matter.

D. Request the opinion of the Fatwa and Legislation Department in Ministry of Justice about the objections, if necessary, and shall consider the opinion of this Department issued in respect of the employee's objection.

Article [117]

The Objections committee issues its decisions on the employee's objection by consensus, and if equal the chairman part shall be preferred. The committee may issue a decision as follows:

1- Confirm the penalty stated in complaining committee's decision or commutation of the penalty.

2- Return the decision back to the employee workplace for reconsideration.

3- Cancel or maintain the decision for insufficient evidences.

Article [118]

The employee shall be informed in written about the committee decisions and reasons within 10 working days as of the date of issuing, and he shall sign on receive and notify his workplace.

Article [119]

The employee takes objections procedures may absent from work with salary to attend the committee sessions, provided that he shall present written application to his direct manager and the session is held in an Emirate far from his workplace more than 100 Km.

Article [120]

The employee may present any complain to HR Department about work environment and HR Department shall study such complaining and referred them to the concerned committees if necessary. In all circumstances, the employee has no right to complain of the working hours, job grade, salary or benefits.

Chapter Thirteen

Service Termination

Article [121]

The employee's service is terminated for any of the following reasons:

- 1- resignation
- 2- Pension Age.
- 3- Death.
- 4- Medically not fit.
- 5- Unqualified for job.
- 6- By federal decree.
- 7- Disposition by a decision of the Cabinet.
- 8- Dismissal by a decision of administrative penalty or revoke by judicial verdict.
- 9- Withdrawal or denaturalization the employee from the Country nationality.
- 10- Not renew or prematurely terminate the contract.
- 11- Absence from work for continual 10 working days or discontinue 20 working days within one year without acceptable reason.
- 12- Restructure.
- 13- Replacement pursuant to plans of Non local Jobs nationalization, but the employee shall be granted a period of two months prior to terminate his service.

Article [122]

To terminate the service for one of the reasons stated in the previous Article, a decision should be made by Employment Authority, except the following:

- 1- To depose the employee a decision by the Cabinet shall be issued and on recommend of the concerned Minister, and the pay the total salary of the notice period of his grade. And this period shall not be calculated in his service period in the Ministry.
- 2- Terminate the service because of death, a decision should be issued by the Minister or his authorized.

Article [123]

- 1- The employee commits to continue his work until the end of notice period. However, upon the employee request, the Ministry may decrease the notice period after accept the resignation and terminate his service immediately, provided that he agrees to pay notice in lieu that due to the Ministry or to deduct it from his benefits. And this period shall not be calculated in his service period in the Ministry.
- 2- During the notice period, the Ministry may terminate the services of the resigned employee provided that pay him all his total salary due for this period and shall not be calculated in his service in the Ministry.
- 3- The Ministry may exempt the resigned employee, who obtained approval to decrease the notice period, from notice in lieu receivable to the Ministry.

Article [124]

- 1- Service of a Local employee shall be terminated for health reasons per the provisions and procedures applied in the General Authority for Pension & Social Insurance.

2- Employment Authority may terminate the Non local employee>s service if the Medical Committee ascertained that he is not medically fit to perform his job duties.

3- Provided in all cases, to terminate the employee>s services immediately and pay him the equal of total salary for the notice period of his job grade and shall not calculate this period in his service period in the Ministry.

Article [125]

1- The Employment Authority may terminate the employee>s services for job inefficiency if he obtained an annual evaluation according to the level and frame time that are determined by Performance Management system for such purpose.

2- In all conditions, the employee shall be given the notice period assigned to his grade or pay him equal to the total salary for the notice period, without prejudice to his other benefits.

Article [126]

1- Employment Authority has the right to no renew or to terminate the employee>s contract in any time, provided that, give the employee a written notice subject to the terms and conditions are stipulated in the contract.

2- The employee, whose service was terminated by a judicial, nationality withdrawal or denaturalization, shall not entitled to any financial benefits in lieu of the notice period.

Article [127]

The Authority concerns with interpretation of regulations and systems relate to Human Resources.

Chapter Fourteen

Final Provisions

Article [128]

The balances of accrued periodical leaves for federal government employees are settled as per the following:

- 1- The federal government employees shall be granted a period ends on 31 /12 /2012 to consume [150] days leave from the leave balances accumulated as in 4 /2 /2009, or the total of his leave balances if less that 150 days.
- 2- The accumulated leaves as in the above clause, shall be calculated according to the monthly entitlement that stipulated in Civil Service Law # [21] year 2001, and amendments, but not on basis of «working day» as in HR Law.
- 3- Each Federal ministry or entity has the authority to decide and organize who their employees obtain such leaves depending on the work circumstances in each ministry.
- 4- Financial allowance shall be paid to the employee in the following situations:
 - A. if the work circumstances did not enable the employee to consume his total leaves as in clause (1) until 312012/12/, and the allowance shall be paid maximum [38] days per annum until complete the forwarded balance, provided that, no any leaves due after 42009/2/ calculate in these accumulated leave balances.
 - B. If his service terminated before 31 /12 /2012, he shall receive financial allowance in lieu of the remaining balance.
 - C. If the employees leaves balance as in 4/ 2 /2009 is more than [150] days, he shall be granted financial allowance in lieu of the excess leaves balance.

5- The financial allowance is referred to in the clause [4] above, shall be calculated on the basis of basic salary as in 312007/12/ and deduct from the financial appropriations allocated to this item in the budget.

Article [129]

Signing of Contracts

1- All the employees assume their job at the time of issuing this Rule, shall observe to sign, within the frame time determined by the Authority, the Appointment Contract Forms which defined for each employment type and attached with this Rule.

2- The HR Department shall refer any employee did not sign the contracts forms within the defined frame time, to Violations Committee to take the necessary procedures against him.

Article [130]

The decisions and systems applied in the federal ministries and entities at the time of issue this rule, shall continue enforced unless conflict with the provisions of this Rule until issuing the regulations and systems supersede and replace them.

Article [131]

The Cabinet's decision # 13 year 2010, regarding Executive Rule for Decree- Federal Law # 11, for Federal Government HR shall be canceled and any decisions or rules conflict with this Rule shall be canceled as well.

Article [132]

This Rule shall be published in the official newspaper and applied in the next day form publishing.

Mohammed Bin Rasheid Al Maktoom
Prime Minister

Issued by us:

Date : 18 Jumada al-thani

Corresponding to: 9th May 2012

Oath of Office for Federal Government Employees

«I swear by Allah I shall be loyal to United Arab Emirates and its President, and respect its Constitution, and comply with the laws, regulations and rules of the entity I serve in, and I shall maintain its money as possible as I can, and perform my duty in honesty and faithfulness, and to keep the secrets of the work, and any information and secrets I acquainted with, I access to and come to my knowledge»

I sworn the legal oath in presence of:.....

The employee's name:.....

The employee's signature:.....

Date: / /

Appointment Contract Renew Form

It's agreed between:

Ministry\

First Party

And

Mr.\

Second Party

Was appointed in \ \ 20 , to renew the appointment contract signed between the two parties on 20 \ \ on the existing terms and conditions stated in the contract and for period of () as of: 20 \ \.

First party signature

Second party signature

.....

.....



Non local Full time Appointment Contract Form

(Group «A»)

Its oncorresponding to \ \ 20 this contract is made between: Ministry\ Entity\ Authority.....as Fast party,

Represented by\.....in capacity as

And

Mr.\.....as second party

Nationality:....., holder of passport # ()
national ID # ().

Address:

Inside the Country:

Abroad:

Mutually agreed as follows:

Article One:

A. The first party agreed to appoint the second party to work for him in the basis of full time appointment, in position () in grade () on basic salary as AED (), and complementary allowance as AED (), and the financial benefits allocated to the grade.

B. The second party shall be granted the following allowances, provided that no double payment with other spouse who works in the federal government:

1- An appropriate accommodation or allowance according to the related rules.

2- Annual school fees not exceed AED 10.000 for each child- maximum 2 children- from primary school up to G18, provided that they reside with him in the Country and provide the proof.

3- Provide air tickets for the employee and his spouse and three children under 18 years in amount of AED [3500] for each person annually, paid after one year of the appointment date.

4- Furniture allowances that equal seven months basic salary, maximum AED of 25.000 for single employee. and equal nine months basic salary, maximum AED of 30.000 for married employee as per the laws applied in the federal government.

5- Water and electricity allowance AED of () as per the laws applied in the federal government.

6- Provide medical insurance for the second party, his spouse and three minor children under 18 years as per the applied laws.

Article Two:

This contract period is one year effective from \ \ 20 and expires on \ \ 20 and renew for one year after the other per mutual agreement.

Article Three:

The employee confirms that he had acquaintance with decree by federal law # (11) year 2008 regarding the Federal Government Human Resources, and amendments, the Executive Rule and the Document of Principles of Professional Behavior & Public Job Ethics, and he shall commit to all duties and avoid any prohibitions are stated therein and related decisions.

Article Four:

The second party undertakes to carry out all the duties and responsibilities relate to his job or any duties he entrusted to carry out.

Article Five:

The second party shall come to work in times and dates are defined in the Executive Rule for Decree by law # # (11) year 2008 regarding the Federal Government Human Resources, and amendments, regarding government official working hours.

Article Six:

The second party is subject to probation period for three months commences from the date of joining the work and renewable for similar period. The first party may terminate the second party service during the probation period by a notice period for 5 days. The second party may resign from work during the probation period after notify the first party by a notice of 5 days as of the resignation date.

Article Seven:

The second party shall not absent from work only in limit of the granted leaves and holidays. The rules and procedures of benefit from leaves shall be determined according to provisions of Decree-law # (11) year 2008 regarding the Federal Government Human Resources, and amendments.

Article Eight:

The second party is subject to reasons of service termination were set out in Article [101] of Decree by federal law # (9), year 2011, regarding amending some provisions of Decree by federal law # (11) year 2008 regarding the Federal Government Human Resources, and their Executive Rule.

Article Nine:

If the first party desires to renew this contract, he shall notify the second party prior to expire date with a written notification pursuant the job grade, then the contract shall be renewed and authenticated between the two parties.

Article Ten:

The work entity shall undertake the costs and fees of the employee's visa.

Article Eleven:

The two parties mutually agreed that the Decree- law # (11) year 2008, its amendments, the Executive Rule and the cabinet's decisions and their complementary systems are the reference of the two parties' rights and duties or to interpreting the articles of this contract.

This contract has been issued in two copies in Arabic Language each party has a copy to act accordingly.

The First Party's signature

.....

The Second Party's signature

.....

Non local Full time Appointment Contract Form (Group «B»)

Its oncorresponding to \ \20 this contract is made
between: Ministry\ Entity\ Authority.....as Fast party,
Represented by\.....in capacity as\

And

Mr.\.....as second party

Nationality:....., holder of passport # ()
national ID # ().

Address:

Inside the Country:

Abroad:

Mutually agreed as follows:

Article One:

The first party agreed to appoint the second party to work for him in
the basis of full time appointment, in position () in grade ()
on basic salary as AED (), and complementary allowance as
AED (), and the financial benefits allocated to the grade.

Article Two:

This contract period is one year effective from \ \20 and expires on
\ \20 and renew for one year after the other per mutual agreement.

Article Three:

The employee confirms that he had acquaintance with decree-federal
law # (11) year 2008 regarding the Federal Government Human
Resources, amendments, the Executive Rule and the Document of
Principles of Professional Behavior & Public Job Ethics, and he shall
commit to all duties and avoid any prohibitions are stated therein and
the related decisions.

Article Four:

The second party undertakes to carry out all the duties and responsibilities relate to his job or any duties assigned to hem to carry out.

Article Five:

The second party shall come to work in times and dates are defined in the Executive Rule for decree -law # (11) year 2008 regarding the Federal Government Human Resources, and its amendments, regarding official working hours for government.

Article Six:

The second party is subject to probation period for three months commences form the date of joining the work and renewable for similar period. The first party may terminate the second party service during the probation period by a notice period for 5 days. The second party may resign from work during the probation period after notify the first party by a notice of 5 days as of the resignation date.

Article Seven:

The second party shall not absent from work only in limit of the granted leaves and holidays. The rules and procedures of benefit from leaves shall be determined according to provisions of Decree-law # (11) year 2008 regarding the Federal Government Human Resources, and it's amendments.

Article Eight:

The second party is subject to reasons of service termination were set out in Article [101] of Decree-federal law # (9), year 2011, regarding amending some provisions of Decree by federal law # (11) year 2008 regarding the Federal Government Human Resources, and their Executive Rule.

Article Nine:

If the first party desires to renew this contract, he shall notify the

second party prior to expire date with a written notification pursuant to his job grade, then the contract shall be renewed and authenticated between the two parties.

Article Ten:

The work entity shall undertake the costs and fees of the employee's visa.

Article Eleven:

The two parties mutually agreed that the Decree- law # (11) year 2008, its amendments, the Executive Rule and the cabinet's decisions and their complementary systems are the reference for the two parties' rights and duties or to interpreting the articles of this contract.

This contract has been issued in two copies in Arabic Language each party has a copy to act accordingly.

The First Party's signature
.....

The Second Party's signature
.....

Temporary Appointment Contract Form

Its oncorresponding to \ \20 this contract is made between: Ministry\ Entity\ Authority.....as Fast party, Represented by\.....in capacity as\

And

Mr.\.....as second party

Nationality:....., holder of passport # ()

national ID # ().

Address:

Inside the Country:

Abroad:

Mutually agreed as follows:

Article One:

The first party agreed to appoint the second party hereby in position of () in grade () lump sum month salary as AED (), to be paid at the end of each month.

Article Two:

This contract period is (maximum 3 months) effective from \ \20 and end on \ \20 . the first party may extend the contract of another period but shall not exceeds 3 months.

Article Three:

The employee confirms that he is acquaintance with the decree by federal law # (11) year 2008, regarding the Federal Government Human Resources and its amendments, the Executive Rule and the Document of Professional Behavior Principles & the Public Job Ethics, and he shall commit to all duties and avoid any prohibitions are stated therein and the related decisions.

Article Four:

The second party undertakes to carry out all the duties and responsibilities relate to his job or any duties assigned to hem to carry out.

Article Five:

The second party shall come to work in times and dates are defined in the Executive Rule for Decree by law # (11) year 2008 regarding the Federal Government Human Resources, and its amendments.

Article Six:

The second party is subject to probation period for one month commences form the date of joining the work. The first party may terminate the second party service during the probation period by a notice period for 5 working days. The second party may resign from work during the probation period after notify the first party by a notice of 5 days as of the resignation date.

Article Seven:

The second party is entitled for the following leaves:

- 1- Unpaid leave for, continue or discontinue, 5 working days.
- 2- Bereavement leave with lump sum salary.
- 3- Sick leave with lump sum salary per a medical report approved by official medical entity, for a period not exceeds five working days and the excess shall be unpaid leave.

Article Eight:

This contract terminates by the end of its period or by the termination of the second party's service pursuant to reasons of service termination were set out in Article [101] of Decree-federal law # (9), year 2011, regarding amending some provisions of Decree by federal law # (11) year 2008 regarding the Federal Government Human Resources, and their Executive Rule.

Article Nine:

If the first party desires to renew this contract, he shall notify the second party prior to expire date with a written notification pursuant to his job grade, then the contract shall be renewed and authenticated between the two parties.

Article Eleven:

The two parties mutually agreed that the Decree- law # (11) year 2008, its amendments, the Executive Rule and the cabinet's decisions and their complementary systems are the reference for the two parties' rights and duties or to interpreting the articles of this contract. This contract has been issued in two copies in Arabic Language each party has a copy to act accordingly.

The First Party's signature
.....

The Second Party's signature
.....



Part-time Appointment Contract Form

Its oncorresponding to \ \20 this contract is made between: Ministry\ Entity\ Authority.....as Fast party, Represented by\.....in capacity as\

And

Mr.\.....as second party

Nationality:....., holder of passport # () national ID # ().

Address:

Mutually agreed as follows:

Article One:

The first party agreed to appoint the second party on basis of part-time in position of () in grade () on total lump sum salary as AED ().

Article Two:

The second party agrees to work for the fist party for () hours per day\ or period of () days per week during the official working hours are set out in the Executive Rule of the Decree-federal law # (11) year 2008, regarding the Federal Government Human Resources and its amendments.

Article Three:

This contract period is (one year) effective from \ \20 and end on \ \20 . And can be renewed year after year upon the two parties mutual agreement.

Article Four:

The employee confirms that he is acquaintance with Decree-federal law # (11) year 2008, regarding the Federal Government Human Resources and its amendments, the Executive Rule and the Document

of Professional Behavior Principles & the Public Job Ethics, and he shall commit to all duties and avoid any prohibitions are stated therein and related the decisions.

Article Five:

The second party is subject to probation period for one month commences from the date of joining the work. The first party may terminate the second party service during the probation period by a notice period for 5 working days. The second party may resign from work during the probation period after notify the first party by a notice of 5 days as of the resignation date.

Article Six:

The second party is subject to Government Employee's Training & Development System and Performance Management system are applied in the Federal Government.

Article Seven:

The second party in respect of performance bonus, transferring and promotion is subject to part-time appointment provisions are stipulated in the Executive Rule for Decree by law # (11) year 2008 regarding the Federal Government Human Resources, and its amendments.

Article Eight:

The second party shall be granted the leaves set out in the part-time appointment provisions are stipulated in the Executive Rule for Decree by law # (11) year 2008 regarding the Federal Government Human Resources, and its amendments.

Article Nine:

The second party is subject to reasons of service termination were set out in Article [101] of Decree-federal law # (9), year 2011, regarding amending some provisions of Decree by federal law # (11) year 2008 regarding the Federal Government Human Resources, and their Executive Rule.

Article Ten:

If the first party desires to renew this contract, he shall notify the second party prior to expire date with a written notification pursuant to his job grade, then the contract shall be renewed and authenticated between the two parties.

Article Eleven:

The two parties mutually agreed that the Decree- law # (11) year 2008, its amendments, the Executive Rule and the cabinet's decisions and their complementary systems are the reference for the two parties' rights and duties or to interpreting the articles of this contract.

This contract has been issued in two copies in Arabic Language each party has a copy to act accordingly.

The First Party's signature

The Second Party's signature

.....

.....

Special Appointment Contract Form

Its oncorresponding to \ \20 this contract is made between: Ministry\ Entity\ Authority.....as Fast party,

Represented by\.....in capacity as\

And

Mr.\.....as second party

Nationality:....., holder of passport # ()

national ID # ().

Address:

Inside the Country:

Abroad:

Mutually agreed as follows:

Article One:

A. hereby the second party is appointed by the first party to work in in position of () in grade () basic salary as AED () only, and total salary as AED () including the following allowances, provided that, the employee's total salary and the following allowances shall not exceed the higher limit that fixed by the related Cabinet's decision.

A-

B-

C-

D-

E-

Provided that no double payment with other spouse who works in the federal government.

Article Two:

The total basic salary for local employee as in Article One of this contract shall comprise of the following allowances and fix the amount of each allowance:

- 1- Social allowance for local employees.
- 2- Social allowance for children.
- 3- Cost of living allowance.
- 4- Accommodation allowance.

Article three:

This contract period is (maximum two years) effective from \ \20 and end on \ \20 , extendable for another two years.

Article Four:

The second party confirms that he is acquaintance with Decree-federal law # (11) year 2008, regarding the Federal Government Human Resources and its amendments, the Executive Rule and the Document of Professional Behavior Principles & the Public Job Ethics, and he shall commit to all duties and avoid any prohibitions are stated therein and the related decisions.

Article Five:

The second party undertakes to carry out all the duties and responsibilities relate to his job or any duties assigned to him.

Article Six:

The second party shall observe the official working hours stated in the Executive Rule for Decree by law # (11) year 2008 regarding the Federal Government Human Resources, and its amendments.

Article Seven:

The second party is subject to probation period for three months and may extend for another similar period. The first party may terminate the second party service during the probation period by a notice period for 5 working days. The employee may resign from work during the probation period after notify his workplace by similar period.

Article Eight:

The second party is subject to provisions of leaves stipulated in Decree-law # (11) year 2008 regarding the Federal Government Human Resources, and its amendments.

Article Nine:

The first party has the right to not renew this contract or terminated it at any time before end of the period upon giving the second party a written notice with one month prior to revocation date, in this case the first party shall pay to the second party one month salary in the lieu of the contract revocation.

Article Ten:

The second party may resign from his job by a written application includes two month notice to the first party. The resignation is deemed accepted if the first party did not take the appropriate action and did not notify the first party within 15 days of the resignation.

Article Eleven:

the second party's service is subject to reasons of service termination were set out in Article [101] of Decree-federal law # (9), year 2011, regarding amending some provisions of Decree by federal law # (11) year 2008 regarding the Federal Government Human Resources, and their Executive Rule.

Article Twelve:

This contract shall terminate by the end of the period unless mutual agreed between the two parties to renew.

Article Thirteen:

The work entity shall undertake the costs and fees of the employee's visa.

Article Fourteen:

The second party at the end of his party is entitled for end of service benefits and financial allowance for balance of his annual leave pursuant to Decree-law # (11) year 2008 regarding the Federal Government Human Resources, the Executive Rule and Cabinet's decisions.

This contract has been issued in two copies in Arabic Language each party has a copy to act accordingly.

The First Party's signature

.....

The Second Party's signature

.....

Local employee Full time Appointment Contract

Its oncorresponding to \ \20 this contract is made between: Ministry\ Entity\ Authority.....as Fast party,

Represented by\.....in capacity as

And

Mr.\.....

Nationality:.....

Passport # ()

National ID # ().

Address:

Emirate of:

Area:

Telephone #:

Mobile #:

Hereinafter referred to as the second party

Preamble

Pursuant to appointment decision issued by the concerned authority at the first party no: () year: \ \, whereas the second party has successfully passed all the interviews and professional tests and medical tests and submitted all the documents are required for his appointment, and he accepted the offer letter form the first party.

Therefore the two parties mutually agreed as follows:

Article One:

The above preamble and any documents or attachments submitted by the second party and required as appointment provision are considered an integrate part of this contract and deemed invalid if its trueness unascertained.

Article Two:

Appointment:

The first party agreed to appoint the second party to work for him in the basis of full time appointment pursuant to provisions of this contract, in position ()\section\department in grade () on total salary as AED (), and complementary allowance as AED (), and on the financial and job benefits allocated to the local employee and the grade he occupies as per the following details:

- 1- basic salary:
- 2- accommodation allowance: (single- married)
- 3- Cost of living allowance.
- 4- Transportation allowance.
- 5- Social allowance.
- 6- Children allowance.
- 7- Work nature allowance.
- 8- Other allowance.

Article Three:

Contract Period:

In consideration of Article Five below, this contract commences as of \ \20 until the end of the second party's service for one of the following reason:

- 1- resignation
- 2- Retirement age.

- 3- Death.
- 4- Medically not fit.
- 5- Unqualified for job.
- 6- By federal decree.
- 7- Disposition by a decision of the Cabinet.
- 8- Dismissal by a decision of administrative penalty or revoke by judicial verdict.
- 9- Withdrawal or denaturalization the employee from the Country nationality.
- 10- Absence form work for continual 10 working days or discontinue 20 working days within one year without acceptable reason.
- 11- Restructure.

Article Four:

1. The employee confirms that he had acquaintance with decree-law referred to above and the Executive Rule and the Document of Principles of Professional Behavior & Public Job Ethics.
2. He shall commit to carry out all his job duties, responsibilities and tasks, and execute his work accurately and faithfully subject to the job description and any other duties assigned to him by his managers and relate to his job.
3. Abstain from any prohibitions stipulated in any statutory applicable in the Country.
4. To maintain and keep secretes he may know because of his job, whether during or after his relation with the work.
5. The second party confirms his consent to perform his job duties and responsibilities assigned to him per the terms of this contract and provisions of the referred decree-law and the executive rule or any other related laws.
6. The second party confirms that his contracting and fulfilling his obligations subject to this contract, does not violate or breach any text, terms or obligations imposed on him by and contract or other job relationship.

Article Five:

Probation period:

The second party is subject to probation period for three months commences from the date of joining the work and renewable for similar period. The first party may terminate the second party service during the probation period by a notice period for 5 days, if ascertained not qualified for the job. And the second party may resign from work during the probation period after notify the first party by similar notice period.

Article Six:

Annual Leave:

The second party shall be granted paid annual leave for () working days, and shall not entitled unless successfully complete the probation period.

Article Seven:

The second party is entitled for periodical allowance depending on level of his annual performance evaluation, added to the basic salary.

Article Eight:

For purposes of promotions, allowances and annual financial bonuses and others, the second party is subject to the provisions are stipulated in decree-law, the executive rule and the related laws and decisions.

Article Nine:

In case of termination of the second party's service for any reason, he shall handover the first party any properties, equipments, documents, correspondences, reports, plans, files, etc in his possession, which belong to the first party and the second party undertakes not to retain any original or copy and to deliver to the first party whether its hard copy or soft copy or otherwise.

Article Ten:

Pursuant to provisions of applicable laws, the second party has the right to deduct any amount form the second party›s money to settle the dues and receivables to the first party.

Article Eleven:

The second party is subject to provisions of federal law # 7, year 1999, regarding Pension and Social Insurance Law and its amendments, particularly in deduction of monthly contributions along the contract effectiveness period.

Article Eleven:

The two parties mutually agreed that the Decree- law # (11) year 2008, its amendments, the Executive Rule and the cabinet›s decisions and their complementary systems are the reference of the two parties› rights and duties or to interpreting the articles of this contract.

This contract has been issued in two copies in Arabic Language each party has a copy to act accordingly.

The First Party›s signature
.....

The Second Party›s signature
.....



Contract of organizing Existing Job Relation with Local

Its oncorresponding to \ \20 this contract is made between: Ministry\ Entity\ Authority.....as Fast party,

Represented by\.....in capacity as

And

Mr.\.....

Nationality:.....

Passport # ()

National ID # ().

Address:

Emirate of:

Area:

Telephone #:

Mobile #:

Hereinafter referred to as the second party

Preamble

Whereas the second party is a citizen of the country and was appointed in the federal government on the \ \ , and currently work in position () in section\ department

And whereas the job relation is still existing and continuous and governed by the related laws accredited in the federal government, therefore the two parties agreed to sing this contract to organize this relation temporarily till termination subject to provisions of the clause 2 of Article Three in this contract and based on that an agreement was made as follows:

Article One:

The above preamble is considered an integrate part of this contract.

Article Two:

The first party agreed to continue his work with the first on basis of full time appointment pursuant to provisions of this contract, in position ()\section\department in grade () on total salary as AED (), and following details:

- basic salary:
- accommodation allowance: (single- married)
- Cost of living allowance.
- Transportation allowance.
- Social allowance.
- Children allowance.
- Work nature allowance.
- Other allowance.

Article Three:

1- Without prejudice to periods of discontinue of the second party service per the current or previous laws, the second party's service shall deem continual prior or after issuing this contract.

2- this contract valid until the second party's service is terminated for one of the following reasons:

- 1- resignation
- 2- Retirement age.
- 3- Death.
- 4- Medically not fit.
- 5- Unqualified for job.
- 6- By federal decree.
- 7- Disposition by a decision of the Cabinet.
- 8- Dismissal by a decision of administrative penalty or revoke by judicial verdict.

9- Withdrawal or denaturalization the employee from the Country nationality.

10- Absence form work for continual 10 working days or discontinue 20 working days within one year without acceptable reason.

11- Restructure.

Article Four:

The second party commits to carry out all his job duties, responsibilities and tasks, and abstain from any prohibitions stipulated in the decree-law referred to above, the executive rule, the Document of Principles of Professional Behavior & Public Job Ethics and any related statutory applicable in the Country and to perform his work accurately and faithfully subject to the job description and to retain the job secrets he acquainted with during or after continue of his relation with the job, and to perform any other duties assigned to him by his managers and relate to his job.

Article Five:

The second party complies to come to work in times, dates and number of hours determined in the Executive Rule of the Decree-law # (11) year 2008 and its amendments.

Article Six:

Without prejudice to the second party accumulated leave balances settled by the Executive Rule, the second party shall be granted total salary paid annual leave for () working days, and shall not be entitled to leaves only in the limit of his periods accredited leaves.

Article Seven:

The second party is entitled for periodical allowance depending on level of his annual performance evaluation, added to the basic salary.

Article Eight:

For purposes of promotions, allowances and annual financial bonuses and others, the second party is subject to the provisions are stipulated

in decree-law, the executive rule and the related laws, decisions and its amendments.

Article Nine:

In case of termination of the second party's service for any reason, he shall handover the first party any properties, equipments, documents, correspondences, reports, plans, files, etc in his possession, which belong to the first party and the second party undertakes not to retain any original or copy and to deliver to the first party whether its hard copy or soft copy or other form.

Article Ten:

Pursuant to provisions of applicable laws, the second party has the right to deduct any amount form the second party's money to settle the dues and obligations receivable to the first party.

Article Eleven:

The deduction of monthly contributions shall continue and forward to the General Authority of Pension & Social Insurance pursuant to provisions of law # 7, year 1999, regarding issuance of Pension and Social Insurance Law and its amendments.

Article Eleven:

The two parties mutually agreed that the Decree- law # (11) year 2008, its amendments, the Executive Rule and the cabinet's decisions and their complementary systems are the reference of the two parties' rights and duties or to interpreting the articles of this contract.

This contract has been issued in two copies in Arabic Language each party has a copy to act accordingly.

The First Party's signature
.....

The Second Party's signature
.....



