

Annex No. (1)

Unified Employment Contract Form for Federal Government Employees

Clause No. (1)

This contract has been concluded on Corresponding to / / between:

Federal Entity/ Authority Represented by /

In his capacity of, hereinafter referred to as First Party

And the employee /

National:

Non-National:

Nationality:

Passport Number:

ID Card Number:

Marital Status:

Military Retiree:

Civilian Retiree:

Address:

Emirate:

Region:

Phone No.:

Mobile No.:

P.O Box:

Hereinafter referred to as Second Party.

Pursuant to the appointment decision issued by the competent authority of the First Party, No. (...) for the year (...) dated (.../.../...), and since the Second Party has completed the procedures required for his appointment in accordance with the legislation in force, the two parties agreed on the following:

Clause No. (2)

Preamble

The previous preamble and any documents or annexes submitted by the Second Party, required as a condition for appointment shall be considered an integral part of this contract, as this contract shall be considered null if they are proven to be invalid. This contract, after being signed, shall be considered the final approved document agreed upon with the employee and shall replace any previous agreement.

Clause No. (3)

Appointment, Salary, and Position

1. The First Party agrees to appoint the Second Party to work for him in: Sector/
Department/..... in accordance with the terms of this contract and according to the following data:

Employment Pattern:

Type of Work:

Advantages (None, Experts & Consultants, Special):

Job:

Grade:

Basic Salary:

Special bonus or any other allowances for the employee according to the systems adopted in the Government (to be clarified if any):

Gross salary (Including basic salary and all bonuses and allowance
.....)

Other annual benefits according to the systems
adopted in the Federal Government (if any):

2. The employer may transfer the employee to any other job, whether within the Entity or to another Government Entity, based on the interest and requirements of the work.

Clause No. (4)

Validity of Contract

Subject to the Clause (5) below, this contract shall be valid for a period of (...) (The Entity shall determine the duration of the contract based on the nature of the Entity's work not exceeding three (3) years), starting as of the date of // 20 to // 20 , renewable in accordance with the legislation in force with the consent of both parties.

Clause No. (5)

Probationary Period

1. The "Second Party" shall be subject to a probationary period of six (6) months, which may be extended for another six (6) months.
2. The "First Party" may terminate the service of the Second Party after a notice period of five (5) working days, if it is proven that he is incompetent, and the Second Party may resign during the probationary period after submitting a similar notice period.

Clause No. (6)

Leaves

1. The Second Party shall be granted annual leave paid with full pay (..... working days) according to the job grade, provided that this leave is not due until after the successful completion of the probationary period.

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

2. The Second Party shall grant other leaves in accordance with the conditions and controls stipulated in Federal Decree-Law No. (49) of 2022 Concerning Human Resources in the Federal Government, its Executive Regulation, and the resolutions issued in implementation thereof.

Clause No. (7)

Notice Period

The notice period prescribed for the Second Party shall be for a period of (..... day) in accordance with the provisions of the Executive Regulations of Federal Decree-Law No. (49) of 2022 on Human Resources in the Federal Government.

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

Clause No. (8)

Promotions & Bonuses

The promotions of the Second Party are subject to the provisions stipulated in Federal Decree-Law No. (49) of 2022 Concerning Human Resources in the Federal Government, its Executive Regulation, and the resolutions issued in implementation thereof.

Clause No. (9)

Working Hours

Working hours, public holidays, and compensation for overtime work shall be in accordance with the provisions of Federal Decree-Law No. (49) of 2022 Concerning Human Resources in the Federal Government, its Executive Regulation, and the resolutions issued in implementation thereof.

Clause No. (10)

Reasons for Termination of Service

The Second Party shall be subject to the reasons for termination of service stipulated in Federal Decree-Law No. (49) of 2022 Concerning Human Resources in the Federal Government, its Executive Regulation, and the resolutions issued in implementation thereof.

Clause No. (11)

Second Party Obligations

1. The Second Party shall abide by the provisions of Federal Decree-Law No. (49) of 2022 Concerning Human Resources in the Federal Government, its Executive Regulation, and the resolutions issued in implementation thereof, the Code of Ethics and Professional Conduct Document of the Public Service, the Information Security System, the Regulation Organising the Use of Social Media by Employees of Federal Entities, and any regulations or systems issued subsequently in this regard.
2. The Second Party shall be obligated to perform all duties, tasks and liabilities related to the job, and to perform his duties accurately and honestly in accordance with the job description, and any other tasks related to his work assigned thereto by his superiors.
3. The Second Party shall refrain from the prohibitions contained in any of the legislation in force in the State.
4. He shall maintain the confidentiality of anything he has access to by virtue of his job, whether during the continuation of his relationship with work or after it.
5. The Second Party acknowledges its acceptance to perform the tasks and liabilities of the job entrusted thereto in accordance with the terms of this contract, Federal Decree-Law No. (49) of 2022 Concerning Human Resources in the Federal Government, its Executive Regulation, and the resolutions issued in implementation thereof, and any relevant legislation.

Clause No. (12)

Instruments & Documents

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

Clause No. (13)

Amendment to the Contract

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

Clause No. (14)

Termination of the Contract

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

Clause No. (15)

Deduction of Financial Entitlements

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

Clause No. (16)

Emergencies

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

Clause No. (17)

Competent Courts

The Federal Courts of the United Arab Emirates shall have the jurisdiction to consider all disputes arising from the performance of this contract.

Clause No. (18)

End-of-Service Gratuity

1. The provisions of the Pensions and Social Security Law, as amended, shall apply to the Second Party (national) for the duration of this contract.
2. The Second Party (non-national) shall be entitled to end-of-service gratuity in accordance with the provisions stipulated forth in the Executive Regulations of Federal Decree-Law No. (49) of 2022 Concerning Human Resources in the Federal Government.
3. The non-national employee appointed according to the benefits of experts and consultants shall not be entitled to an end-of-service gratuity for years of service with the Federal Entity.

Clause No. (19)

Copies the Contract

This contract is drawn up in Arabic in two original copies, as each party has a copy to act by virtue thereof, and when the contract is in another language in addition to Arabic, the contract drawn up in Arabic shall prevail in the event of any discrepancy.

First Party

Second Party

Annex No. (2)

Table No. (A)

Concerning the Allocations for Delegation to Official and Training Missions

Job & Grade of Delegate	Delegate's Position	Head of Delegation		Member of delegation and/or single delegate	
		Hospitability		Hospitability	
		Without	Full	Without	Full
Undersecretary, Director General and the like.	Head of Delegation Allowance	1,050	525	-	-
	Travel Allowance	3,000	1,500	3,000	1,500
	Total	4,050	2,025	3,000	1,500
Assistant Undersecretary and the like.	Travel allowance	3,000	1,500	3,000	1,500
Employees of Special Class to Grade Two, and those at their level.	Travel allowance	2,500	1,250	2,500	1,250
Employees of Grade Three and below or equivalent.	Travel allowance	2,000	1,000	2,000	1,000

Table No. (B)

**Concerning Travel Tickets for a Delegate to Official Mission, Program or
Training Course Outside the State**

Job Grade	Travel Class
Undersecretary, Director General and the like.	First Class
Assistant Undersecretary and the like, and employees of special grades.	Business Class
First-class employees and below or equivalent.	Economy Class

Annex No. (3)
Concerning Official Working Hours Violations

Type of Violation	Gradation of Sanction During the Year		
	First time	Second time	Third time
First: Violations related to prescribed working hours without an acceptable excuse			
Late reporting to work for no more than two hours, more than that shall be treated as employee absent from work.	Written Caution	Written Notice	Deduction of one day from gross salary
Absence from work without legal permission for three days or less	Deduction of one from salary + days of absence	Deduction of two days from gross salary + days of absence	Deduction of three days from gross salary + days of absence
More than three days and less than ten days	Deduction of three days from salary + days of absence	Deduction of four days from gross salary + days of absence	Deduction of five days from gross salary + days of interruption
Second: Violations related to electronic signature according to the mechanisms adopted in the Federal Government			
Failure to sign in and out without an acceptable excuse	Deduction of one day from gross salary	Deduction of two days from gross salary	Deduction of three days from gross salary

Manipulation of the signing in and out system	Deduction of five days from gross salary	Referred to the Human Resources Department to determine a higher sanction	
Third: Violations related to leaving the workplace without permission or an acceptable excuse			
Leaving the workplace without permission or excuse acceptable to the direct superior	Written Caution	Written Notice	Deduction of one day from gross salary
Fourth: Violations related to the actual regularity of working hours			
Being present without acceptable justification in a place other than the place designated for work	Written Caution	Written Notice	Deduction of one day from gross salary
Sleeping at work	Deduction of two days from gross salary	Referred to the Human Resources Department to determine a higher sanction	

Annex No. (4)
Concerning Technical Allowance

Category Eligible for Bonus	Bonus Value
Incumbents of technical/ vocational/ specialised jobs (who hold university qualifications), which include engineering jobs of all specialties, IT jobs, agricultural engineering jobs, and geology jobs.	(50%) of the basic salary with a maximum of (5,000) AED per month.
Incumbents of technical/ vocational/ specialised jobs (who hold post-secondary diploma), which include assistant engineering jobs in all specialties, IT jobs and agricultural guides.	(30%) of the basic salary, with a maximum of (2,500) AED per month.

Annex No. (5)

Concerning the Table of Benefits of Experts and Consultants

Category of Benefits of Experts and Consultants	National Employee			
	The corresponding job grade in the General Cadre	Basic Salary	Number of years of experience	Maximum Gross Monthly Salary (AED)*
A	Special (A)	34,000	(20) years and above	120,000
B	Special (B)	25,00	(15) years to (19) years	90,000
C	Grade One	17,300	(10) years to (14) years	55,000

Appointment according to the benefits of experts and consultants for the national employee shall only be for the incumbents of the jobs of (consultant/ expert) or (assistant consultant/ assistant expert) who occupy Grade One to Special Grade (A) or equivalent in the approved grade and salary table.

* All salary breakdown prescribed for the job grade in which the expert or consultant is appointed shall be included in the Grade and Salary Table adopted in the Federal Entity or by virtue of any other decisions within the gross monthly salary granted thereto, not exceeding the maximum limit stated above.

Category of Benefits of Experts and Consultants	Non-National Employee			
	The corresponding job grade in the General Cadre	Basic Salary	Number of years of experience	Maximum Gross Monthly Salary (AED)*
A	Grade One	7,475	(20) years and above	120,000
B			(15) years to (19) years	90,000
C			(10) years to (14) years	55,000

Appointment according to the benefits of experts and consultants for the non-national employee shall only be for the incumbents of the jobs of (consultant/ expert) or (assistant consultant/

assistant expert) who occupy Grade One or equivalent in other approved grade and salary tables.

* All salary breakdown prescribed for the job grade in which the expert or consultant is appointed shall be included in the Grade and Salary Table adopted in the Federal Entity or by virtue of any other decisions within the gross monthly salary granted thereto, not exceeding the maximum limit stated above.

Annex No. (6)
Concerning the Table of Special Benefits

Job Grade	National Employee		Non-National Employee	
	Basic Salary	Maximum Gross Monthly Salary (AED)	Basic Salary	Maximum Gross Monthly Salary (AED)*
Special (A)	34,000	100,000	-	-
Special (B)	25,500	76,000	-	-
Grade One	17,300	51,000	7,475	85,000
Grade Two	15,940	48,000	6,900	60,000

Appointment according to special benefits shall only be for the incumbents of senior positions who occupy Grade Two to Special Grade (A) or equivalent in the approved grade and salary tables.

* All salary breakdown prescribed for the job grade in which the employee is appointed according to special benefits shall be included in the Grade and Salary Table adopted in the Federal Entity or by virtue of any other decisions within the gross monthly salary granted thereto, not exceeding the maximum limit stated above.