

Annex (1) to Cabinet Resolution No. (42) of 2024
Concerning the Rewards and Incentives Scheme for Federal Government
Employees

First: Annual Performance Bonuses:

Bonus Name	Annual Bonus
Description	The Federal Entity may grant an annual bonus to Employees who have distinguished themselves in achieving the targets and functions assigned to them in accordance with the performance management system, and who have scored (3) or higher or the equivalent grade in the performance appraisal, in accordance with the allocated budget of the Entity for such bonus.
Bonus Value	<ul style="list-style-type: none"> ● Performance appraisal (5) or the equivalent – up to 200% of the total salary. ● Performance appraisal (4) or the equivalent – up to 150% of the total salary. ● Performance appraisal (3) or the equivalent – up to 100% of the total salary. <p>Provided that the maximum total value of all categories of bonuses (all types of rewards, including bonuses, in-kind rewards and the annual performance bonus), which can be granted to the Employee under the provisions of this Resolution, an amount of (AED 100,000) one hundred thousand dirhams.</p>
Conditions & Controls	<ol style="list-style-type: none"> 1. The Employee must have completed at least one year of service at the Federal Entity. 2. The Employee must be on duty from 1st January to 31st December. 3. The Employee must have efficiently and effectively achieved his job targets according to the performance management

	<p>system, and must have scored (3) or higher or the equivalent grade, which makes the Employee eligible for the annual bonus, subject to the approval of the Chairman of the Entity and the budget allocated for such bonus.</p> <p>4. The Chairman of the Entity may add other standards or requirements for granting the annual performance bonus, as required by the interest of work.</p> <p>5. The total salary includes the basic salary, bonuses, allowances set forth in the approved grading and salary scale, and does not include non-recurring financial elements, i.e. housing allowance, travel allowance, assignment allowance ... etc..</p> <p>6. If the Employee's service terminates before 31st March, the Employee shall not be entitled to an annual bonus.</p>
Frequency	To be granted one time and may not be recurred in one year.
Beneficiaries	Employees of the Entity who are governed by the performance management system of the Federal Entity.

Second: Bonuses for Outstanding Achievements:

Category/Bonus Name	Exceptional Teams
Description	It is granted to work team members who have successfully achieved projects or exceptional achievements with a tangible positive effect, whether such projects or achievements of the work team are at the Government level or at the Federal Entity's level.
Bonus Value	Up to (AED 20,000) twenty thousand dirhams for each team member.
Conditions & Controls	The Employee must have completed at least one year of service at the Federal Entity.

Frequency	To be granted one time, and may be granted up to (3) three times a year; provided that the bonus amount does not exceed (AED 60,000) sixty thousand dirhams a year for each team member.
Beneficiaries	Team members.

Category/Bonus Name	Achievement Makers
Description	It is granted to Employees who demonstrate outstanding or extraordinary efforts in implementing tasks that support government orientations or the Entity's strategy, raising the Entity's efficiency or improving the services provided to relevant categories.
Bonus Value	Up to (AED 10,000) ten thousand dirhams.
Conditions & Controls	The Employee must have completed at least one year of service at the Federal Entity.
Frequency	To be granted one time for each achievement, and may be granted up to (3) three times a year, provided that the bonus amount does not exceed (AED 30,000) thirty thousand dirhams a year.
Beneficiaries	The Employee.

Category/Bonus Name	Innovation Pioneers
Description	It is granted to Employees or work team members who introduce creative ideas, in accordance with the standards of the proposal system adopted by the Federal Entity; provided that the introduced innovations contribute to achieving tangible results in developing government operations and services, improving levels of performance, productivity and

	effectiveness, realizing extra revenues, reducing the Entity's expenses, designing initiatives that have an effect on the Entity or the government or other priorities as set by the Entity.
Bonus Value	Up to (AED 7,000) seven thousand dirhams.
Conditions & Controls	The innovation must be documented in the regulations of the Federal Entity and the application thereof must be approved.
Frequency	To be granted one time for each proposal/innovation, and may be granted up to (3) three times a year; provided that the bonus amount for each Employee/member does not exceed (AED 21,000) twenty one thousand dirhams a year.
Beneficiaries	The Employee or team members.

Category/Bonus Name	Top Competitors
Description	It is granted to Employees or work team members who won or took first ranks in competitions at the Federal Entity, in accordance with the mechanisms approved for competitions or awards.
Bonus Value	Up to (AED 10,000) ten thousand dirhams, or per each team member.
Conditions & Controls	<ol style="list-style-type: none"> 1. The competition (competitions or awards) must have clear mechanisms and standards. 2. The winner must have fulfilled all terms and conditions of the competition.
Frequency	To be granted one time for the same achievement, and may be granted up to (3) three times a year; provided that the bonus amount for each Employee/member does not exceed (AED 30,000) thirty thousand dirhams a year.
Beneficiaries	The Employee or team members.

Category/Bonus Name	Immediate Honoring
Description	Immediate recognition given to Employees, upon nomination by the Direct Superior, for their valuable contribution to the Entity's area of work, or for taking initiative to implement or efficiently and effectively achieve an achievement beyond the scope of job duties.
Bonus Value	A bonus or in-kind reward up to (AED 1,000) for the Employee.
Conditions & Controls	<ol style="list-style-type: none"> 1. The Employee may not be granted the bonus/reward for more than one time in the same month. 2. The Committee shall set the controls for granting such bonus and shall so notify officials of the Entity. 3. When the Direct Superior desires to grant a bonus, he is required to send an application and show the justifications to the HR department, and the department of finance shall pay out the bonus according to the approved mechanisms and controls after being approved by the undersecretary or his delegate. 4. Departments of finance are required to reflect the controls as per the mechanisms approved in the financial procedures.
Frequency	To be granted one time for the same achievement, and may be granted up to (3) three times a year; provided that the bonus amount per Employee does not exceed (AED 3,000) three thousand dirhams a year.
Beneficiaries	Employees of, or below the fifth job grade or the equivalent.

Third: Bonuses for Impressive Patriotic Accomplishments:

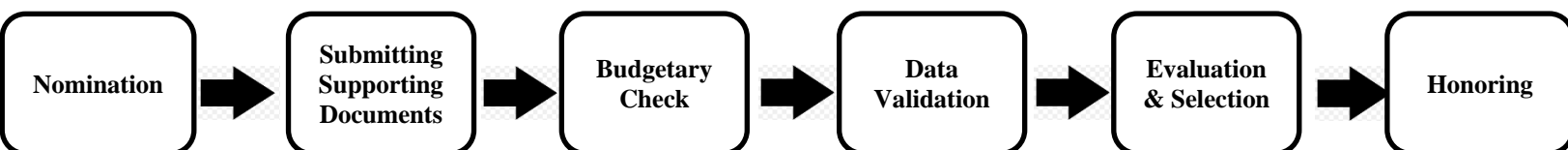
Category/Bonus Name	Patriotic Accomplishment
Description	It is granted to Employees or work team members who enhanced the UAE's reputation worldwide through their notable contributions to making a tangible positive effect on the State's position worldwide, achieving advanced results for the State in an international competitiveness report, enhancing the values and culture of the UAE worldwide, obtaining international recognition, winning elections or voting for chairing international committees, or winning regional or international competitions and other relevant fields determined by the Entity.
Bonus Value	Up to (AED 20,000) twenty thousand dirhams per Employee or working team member.
Conditions & Controls	The Employee or teams must have the documents and evidence that support the nomination.
Frequency	To be granted one time, and may be granted up to (3) three times a year; provided that the bonus amount per Employee/member does not exceed (AED 60,000) sixty thousand dirhams a year.
Beneficiaries	Employees or team members.

Category/Bonus Name	Social Accomplishment
Description	It is granted to Employees or work team members who have contributions or voluntary work that have a positive effect on the society or environment, including without limitation: <ul style="list-style-type: none">● Self-initiative to volunteer in serving the society;● Making contributions that enhance the quality of life; and

	<ul style="list-style-type: none"> ● Making a positive change and influencing the society.
Bonus Value	Up to (AED 3,000) three thousand dirhams per Employee or team member.
Conditions & Controls	<ol style="list-style-type: none"> 1. The Employee must have completed at least one year of service at the Federal Entity; 2. The Employee or work teams must have the documents proving hours or certificates of voluntarism; and 3. The Employee must have contributed to voluntary or social activities beyond the scope of duties at the Entity.
Frequency	To be granted one time, and may be granted up to (3) three times a year; provided that the bonus amount per Employee/member does not exceed (AED 9,000) nine thousand dirhams a year.
Beneficiaries	The Employee or team members.

**Annex (2) to Cabinet Resolution No. (42) of 2024
on the Rewards and Incentives Scheme for
Federal Government Employee**

Governance Framework and Procedures for Granting Rewards and Incentives at Federal Entities



Nomination
The nomination for any type of bonuses/rewards may be made to the Employee or work teams directly by self-nomination, Direct Superior or colleagues at the Federal Entity. An exception to the above is the annual bonus, which is based on the Employee’s performance appraisal according to the performance management system of the Entity. All nominations shall be submitted to the HR department of the Entity.
Submitting Supporting Documents
A nominee for a bonus shall submit such data that supports his nomination, in accordance with the criteria described for each category in Annex (1), attached herewith, including quantitative and qualitative indicators that support the description of each category.
Budgetary Check
The Rewards and Incentives Committee of the Entity must ensure the availability of budgets allocated for paying out bonuses, in coordination with the finance department and in accordance with the appropriations approved for the Entity.
Data Validation
The Rewards and Incentives Committee shall verify all nominations received for the honoring category, in accordance with the Rewards and Incentives Scheme, and shall verify the supporting evidence and data provided by the nominees and verify their authenticity, in coordination with the HR department.
Evaluation & Selection
Based on the data validation results, the Rewards and Incentives Committee shall select nominees according to the standards, conditions and controls for each category, and shall document them in the decisions of paying out allocations, and shall submit the lists/decisions to the Chairman of the Entity or his delegate for approval.

Honoring

The HR department shall coordinate with the department of finance to pay out the amounts, then, a list of Employees or teams whose bonuses have been approved shall be announced, as per the announcement mechanisms adopted by each Entity.