

Annexes to Cabinet Resolution No. (7) of 2025

On the Human and Financial Resources Regulations for Mosque Employees of the General Authority of Islamic Affairs, Endowments and Zakat

Annex No. (1)

Table of the Special Allowance of H.H. President of the State

Eligible Category	Percentage of the Allowance
Mosque Employees appointed under a full-time employment contract.	50% of the basic salary of the minimum starting pay for the job grade

Annex No. (2)

Table of Assignment Remunerations

Sr.	Type of Assignment	Remuneration Value (AED)		
		UAE National	Non-UAE National	
1	Imam	Less than High School Diploma	AED 5,000 per month	AED 100 per day
		High School Diploma	AED 6,000 per month	
		Bachelor's Degree	AED 7,000 per month	
		Master's Degree	AED 8,000 per month	
		Ph.D.	AED 9,000 per month	
2	Preacher (Khatib)	AED 500 per religious sermon		AED 50 per religious sermon
3	Muezzin (Unified Call to Prayer)	AED 5,000 per month as per the Adhan Schedule		AED 1,000 per month as per the Adhan Schedule

Annex No. (3)

Overtime Remunerations for Mosque Employees

Sr.	Type of Assignment		Remuneration Value (AED)	
			UAE National	Non-UAE National
1	Performing the Unified Call to Prayer (Adhan)		AED 5,000 per month as per the Adhan Schedule	AED 1,000 per month as per the Adhan Schedule
2	Teaching the Holy Quran	Morning Period	AED 8,000 per month	3,300 per month
		Evening Period	AED 6,000 per month	AED 2,250 per month
3	Grand Imam (Supervision of Mosques)		AED 2,000 per month	AED 2,000 per month
4	Preaching and Religious Education		AED 500 per sermon or lecture	AED 250 per sermon or lecture

Annex No. (4)
Full-Time Employment Contract Template

Basic Information

This contract is made and entered into on/.../... 20..., by and between:

The General Authority of Islamic Affairs, Endowments, and Zakat, represented by in his capacity as, hereinafter referred to as the ("First Party");

And the Employee/

- Nationality:
- Passport No.:
- ID Card No.:
- Marital Status:
- Address:
- Emirate:
- Area:
- Telephone No.:
- Mobile No.:
- P.O. Box:

Hereinafter referred to as the ("Second Party").

Pursuant to the Appointment Decision issued by the competent authority of the First Party under No. (.....) for the year (20...), dated/...../20..., and since the Second Party has completed the required procedures for appointment as per the applicable legislation, both parties hereby agree as follows:

Preamble

The preamble and any documents or annexes provided by the Second Party as a prerequisite for appointment shall all form an integral part of this contract. This contract shall be deemed null and void if any of the documents provided are proven to be incorrect. Once signed, this contract shall constitute the final and approved document agreed upon with the employee, and shall supersede any former agreement.

Clause (1)

Appointment, Salary, and Position

The First Party hereby agrees to appoint the Second Party to work under its supervision according to the terms of this Contract and the following details:

- Employment Type: Full-Time.
- Position: (Imam / Chief Imam / Muezzin).
- Grade:
- Basic Salary: AED
- Gross Salary: AED

Clause (2)

Term of the Contract

Subject to Clause (5) below, this Contract shall be valid for (3) three years, commencing on / / 20.... and expiring on / / 20....., and shall be renewed upon mutual agreement.

Clause (3)

Probationary Period

1. The Second Party shall undergo a probationary period of (6) six months, extendable for another (6) six months.
2. The First Party may terminate the Second Party's service during the probationary period with a (5) five working days' notice if the Second Party is found incompetent. The Second Party may resign within the probationary period by serving a similar notice.

Clause (4)

Leaves

1. The Second Party shall be entitled to a paid annual leave of (42) working days, after successfully completing the probationary period.
2. Other leaves shall be granted according to the conditions and rules set out in Federal Decree-Law No. (49) of 2022 on Human Resources in the Federal Government and its Executive Regulations and subsequent resolutions or any legislation replacing them, without prejudice to Cabinet Resolution No. (7) of 2025 on the Human and Financial Resources Regulations for Mosque Employees of the General Authority of Islamic Affairs, Endowments, and Zakat and the resolutions issued in implementation thereof.

Clause (5)

Notice Period

The notice period for the Second Party shall be one month.

Clause (6)

Promotions and Allowances

Promotions of the Second Party shall be subject to the provisions of Federal Decree-Law No. (49) of 2022 on Human Resources in the Federal Government and its Executive Regulations and the decisions issued in implementation thereof, or any legislation replacing them.

Clause (7)

Working Hours

Working hours and public holidays shall be subject to Cabinet Resolution No. (.....) of 2025 on the Human and Financial Resources Regulations for Mosque Employees of the General Authority of Islamic Affairs, Endowments, and Zakat and the resolutions issued in implementation thereof.

Clause (8)

Reasons for Termination of Service

The Second Party shall be subject to the reasons for termination of service listed in Federal Decree-Law No. (49) of 2022 on Human Resources in the Federal Government and its Executive Regulations and the decisions issued in implementation thereof, or any legislation replacing them.

Clause (9)

Obligations of Second Party

1. The Second Party shall comply with the provisions of Federal Law No. (4) of 2018 on the Organization of and Care for Mosques, Federal Decree-Law No. (49) of 2022 on Human Resources in the Federal Government and its Executive Regulations and the decisions issued in implementation thereof, Cabinet Resolution No. (.....) of 2025 on the Human and Financial Resources Regulations for Mosque Employees of the General Authority of Islamic Affairs, Endowments, and Zakat and the resolutions issued in implementation thereof, the Code of Ethics and Professional Conduct, Information Security Policy, Social Media Use Regulations for Employees of Federal Entities, and any future regulations or rules issued in respect thereof, in addition to the Code of Professional Conduct for Mosque Employees.
2. The Second Party shall perform all job duties, tasks and responsibilities accurately and honestly according to the job description and any other tasks assigned by his superiors in relation to his job.
3. The Second Party shall refrain from the prohibitions listed in the applicable legislation in the State.
4. The Second Party shall maintain the confidentiality of any information obtained due to his position, both during and after the end of his employment.
5. The Second Party hereby acknowledges his acceptance to perform the job duties and responsibilities in accordance with the provisions of this contract, the provisions of Federal Decree-Law No. (49) of 2022 on Human Resources in the Federal Government and its Executive Regulations, Federal Law No. (4) of 2018 on the Organization of and

Care for Mosques, Cabinet Resolution No. (.....) of 2025 on the Human and Financial Resources Regulations for Mosque Employees of the General Authority of Islamic Affairs, Endowments, and Zakat and the resolutions issued in implementation thereof, in addition to any relevant legislation.

Clause (10)

Documents and Records

Upon termination of his service for any reason whatsoever, the Second Party shall return all properties, devices, documents, communications, reports, drawings, plans, files, and any other items in his possession and belonging to the First Party, and hereby undertakes not to retain any original issues or copies thereof, whether in a paper or electronic format, and to deliver the same to the First Party.

Clause (11)

Contract Amendment

The First Party shall reserve the right to amend, remove, or cancel any clause of this contract during its validity or upon expiration of its term, as required by the interest of work in the Federal Government.

Clause (12)

Termination of Contract

The First Party shall have the right to terminate this contract during its validity or before its expiration pursuant to the applicable legislation and regulations of the Federal Government, without providing any reasons.

Clause (13)

Financial Deductions

The First Party may deduct any amounts from the Second Party's financial dues pursuant to the applicable legislation, in order to settle any outstanding debts or obligations owed by the First Party.

Clause (14)

Emergency Circumstances

In emergency circumstances, the First Party may grant the Second Party an unpaid exceptional leave for any period of time as determined by the Chairman of the Authority, in accordance with the rules set by the Cabinet.

Clause (15)

Jurisdiction

Federal courts in the United Arab Emirates shall have jurisdiction over any disputes arising from the performance of this contract.

Clause (16)

End-of-Service Gratuity

For the Second Party (who is a UAE national), the provisions of the Pension and Social Security Law and its amendments shall apply during the validity period of this contract.

For the Second Party (who is a non-UAE national), he shall be entitled to the end-of-service gratuity pursuant to the Executive Regulations of Federal Decree-Law No. (49) of 2022 on Human Resources in the Federal Government, or any legislation replacing it.

Clause (17)

Counterparts

This contract is executed in Arabic, and each party has received one copy for necessary action. In case of discrepancy between the Arabic version and any version in any other language, the Arabic version shall prevail.

Signature of the "First Party"

Signature of the "Second Party"

Annex No. (5)

External Assignment Contract Template

This contract is made and entered into on this day / / 20 AD by and between the following parties:

The General Authority of Islamic Affairs, Endowments, and Zakat (hereinafter referred to as the "First Party"), represented by Mr., in his capacity as the Director General;

And Mr. (hereinafter referred to as "the Second Party"),

- Nationality:
- Passport Number: (.....);
- ID Card No:
- Address within the State:
- Address outside the State:

The Parties mutually agree upon the following terms and conditions:

Clause (1)

The First Party hereby agrees to assign the Second Party to work as (Imam / Preacher (Khatib) / Unified Adhan Muezzin) against a lump sum remuneration of (.....) Dirhams, to be paid at the end of each month based on the actual working days of the Second Party.

Clause (2)

The term of this contract shall be (...)months, commencing from / / 20..... and expiring on.... / / 20.....

Clause (3)

The Second Party hereby acknowledges that he has reviewed and is fully aware of the provisions of Federal Law No. (4) of 2018 on the Organization of and Care for Mosques, the Human and Financial Resources Regulations for Mosque Employees, the Code of Ethics and Professional Conduct for the Public Service, the Resolutions of the First Party, the "Islamic

Tolerance Charter”, the Mosque Employees Tolerance Charter, and the Media Control Regulations, and undertakes to comply with all relevant duties and resolutions.

Clause (4)

The Second Party hereby undertakes to perform all tasks and responsibilities related to the duties assigned to him, as well as any other tasks deemed relevant or assigned by the First Party.

Clause (5)

The Second Party shall report to work at the times and on the days specified by the First Party.

Clause (6)

The First Party may terminate this assignment contract at any time in the event of the Second Party's violation of information security and confidentiality regulations, absence from work, failure to adhere to the prescribed working hours and schedules, failure to attend the workplace or meetings when formally requested without prior authorization or acceptable excuse, or in the event of the Second Party's breach of any applicable laws, resolutions, regulations, or bylaws of the Authority or in accordance with public interest requirements.

Clause (7)

The decisions of the First Party shall constitute the final reference in respect of determining the rights and obligations of the Parties or upon interpreting the provisions of this contract.

Clause (8)

The Federal Courts of the United Arab Emirates shall have exclusive jurisdiction over any dispute arising out of the performance or interpretation of this contract.

Clause (9)

This contract is executed in two original counterparts in the Arabic, and each party has received one copy thereof for necessary action.

Signature of the "First Party"

Signature of the "Second Party"
