

**Decision No. ( 10 ) of 2020**  
**Issuing the implementing regulation of Law No. 6 of 2016**  
**Concerning human resources in the Emirate of Abu Dhabi and its amendments**

**Chairman of Department of Government Support:**

- After perusal of Law No. (1) of 1974 concerning the reorganization of the governmental body in the Emirate of Abu Dhabi and its amendments,  
Law No. (7) of 2015 concerning the establishment of Abu Dhabi Human Resources Authority,
- Law No. (6) of 2016 concerning human resources in the Emirate of Abu Dhabi and its amendments,
- And Law No. (4) of 2020 concerning the establishment of Department of Government Support,
- And based on what was presented to the Executive Council, and the approval of the Executive Council.

**decided the following:**

**Article (1)**

The executive regulation of Law No. 6 of 2016 concerning human resources in the Emirate of Abu Dhabi attached to this decision shall come into force.

**Article (2)**

Every text or provision that contradicts or conflicts with the provisions of this Decision shall be repealed.

**Article (3)**

This decision shall be implemented as of the date of its issuance and shall be published in the Official Gazette.

**Ali Rashed Al-Ketbi**  
**Chairman of Department of Government Support**

**Implementing Regulation**  
**Law No. (6) of 2016 concerning human resources in the**  
**Emirate of Abu Dhabi and its amendments**



## **Chapter 1**

### **Definitions, scope of application, and delegation of powers**

#### **Article (1) Definitions**

In applying the provisions of this regulation the following words and expressions shall have the meanings indicated in front each of them, unless the context indicates otherwise:

Country	: United Arab Emirates.
Emirate	: Emirate of Abu Dhabi.
Government:	: Government of Abu Dhabi
Executive Council	: Executive Council of the Emirate.
Authority	: Abu Dhabi Human Resources Authority.
Retirement fund	: Retirement pensions and benefits funds of the Emirate of Abu Dhabi.
Law	: Law No. (6) of 2016 concerning human resources in the Emirate of Abu Dhabi and its amendments.
Government authorities	: Public departments, authorities, and institutions, bodies, centres, councils, funds, and any other government authority.
Government companies	: Wholly government-owned companies or companies in which the government contributes 51% and more of capital.
Academy	: Abu Dhabi School of Government.
Executive Management	: Agents of government authorities, general managers, executive directors, and persons of equivalent status, regardless of the instrument of their appointment.
National service	: The service that must be performed for the sake of the homeland in accordance with the provisions of the National Service Law in force.
Job budget	: The budget approved for jobs and grades decided for the employees and their privileges.
General budget	: The general budget of the Emirate
Employment contract	: The document that regulates the functional relationship between the employee and the government authority according to the contract templates issued by the authority.
Employee	: The person appointed by a decision of the authority concerned with appointment to carry out the tasks of one of the jobs mentioned in the general budget at a government authority.

Citizen employee	: An employee who holds the nationality of the United Arab Emirates, or who has acquired it, in accordance with the provisions of the Federal Nationality and Passports Law No. (17) of 1972 and its amendments, and this is proven by obtaining the passport of the state, in addition to the citizen's family book.
Non-citizen employee	: An employee who does not hold the nationality of the state.
Retired military / civilian	: Everyone whose service has ended , and a pension has been decided for him in accordance with the provisions of the relevant laws.
Graduate trainee	: A citizen who has obtained an academic or vocational qualification equivalent to high school diploma or higher and has no previous practical experience and needs practical training to be qualified to carry out job duties. Failure to pass the training program successfully is not considered practical experience.
Eligible family members of the citizen employee	: Their wife and male children under the age of twenty-four who are not working, and female children until the date of their marriage or starting a job, and those who are medically incapable of earning a living from both genders, regardless of age.
Eligible family members of the non-citizen employee	: Their wife and children dependent on him, with a maximum of three children up to the age of eighteen, and children who are medically incapable of earning a living after the age of eighteen, and female children until the date of their marriage or starting a job, provided that a valid residence visa is issued in the Emirate on the employee's sponsorship.
Year	: Gregorian year.
Month	: A time unit of thirty days.
Working day	: The official working day determined by the decisions implementing the law.
Human Resources Management	: The organizational division that deals with human resources affairs according to the approved organizational structure of the government authority.
Human Resources Committee	: The committee formed by a decision of the head of the government authority in accordance with the provisions of the law.
Performance evaluation	: The procedures undertaken by the government authority to measure the employee's level of competence and performance of their job duties and agreed objectives in accordance with certain elements and criteria within

	a specified period of time, enabling it to take appropriate decisions related to the employee during their service.
Line manager	: The employee who supervises the concerned employee, according to the approved organizational structure of the government authority.
Main grade	: The grade determined according to the relative weight of the job using an approved methodology for job evaluation.
Sub-grade	: The grade branching out from the main grade.
Salary	: Basic Salary.
Gross salary	: It is the basic salary, plus what the employee receives in terms of regular bonuses and allowances.
Medical committee	: It is the committee formed by a decision of the Head of the Health Department.
Health inability to earn	: The inability to work or earn for health reasons or due to illness, and this is proven by a decision of the medical committee.
Educational institutions	: Public and private educational authorities, whether inside or outside the country, including higher education and scientific research authorities licensed and approved by the concerned authorities in the State and the Emirate.
Official working hours	: The number of working hours of the government for which a decision is issued by the Executive Council to determine them based on the authority's recommendation.
Flexible working hours	: A system in which employees are left free to choose the working time within the established official working hours.
Remote Work	: The employee performs their job duties outside the workplace using information and communication technology or any other means determined by the government authority.
Part-time job	: Work performed by the employee in a period of time less than the number of official working hours.
Official holiday	: The day or days in which there is no work, including weekends and official festivals and events.
Information	: Data perused by the employee by virtue or because of their job or any data related to the work of the government authority, including but not limited to any letters , maps, drawings, specifications, models, licences, agreements, or any other documents owned by the government authority

	or kept with it or under its administration whether printed, electronic, or digital.
Job competencies	: The set of competencies and skills required for the employee to perform the job duties related to the government authority's jobs, which are mentioned in the approved competencies model.
Supervisory jobs	: The executive and supervisory management jobs mentioned in the approved organizational structure of the government authority, including the following jobs: Agent, general manager, executive director, department manager, department head, and equivalent jobs.
Complaint and Grievance Committee	: The committee formed by a decision of the head of the government authority to discuss and study employees' complaints and grievances in accordance with the provisions of the law.
Disciplinary Board	: The board formed by a decision of the Authority to hold employees accountable in accordance with the provisions of the law.
Objections Committee	: The committee formed by a decision of the Executive Council to study, examine, and rule on the complaints and grievances submitted to it

## **Article (2) Scope of Application**

The provisions of this regulation shall apply to all civilian personnel below the executive management working in government authorities in the Emirate.

## **Article (3) General Provisions**

1. The provisions of the law and this regulation, and all regulations, decisions, and policies issued in implementation thereof, must be strictly adhered to.
2. The government authority may issue human resource guides, policies, and procedures in a manner that does not contradict with the provisions of the law, this regulation, and the decisions and guides implementing it.
3. The human resources guides, policies, and procedures approved by the government authority determine the duties, responsibilities, and specializations of the government authority's employees

and all administrative levels with regard to the implementation of the provisions of the law and this regulation.

4. Dates are calculated according to the Gregorian calendar, and the month in the provisions of this regulation is (30) days unless the regulation expressly stipulates otherwise.
5. The following provisions related to rounding shall apply, unless the text expressly stipulates or the context requires otherwise:
  - a. For the purposes of calculating the periods eligible for the employee's entitlement to the end of service benefit, part of the month is rounded to a full month.
  - b. The amounts owing to the employee for any of the raises, bonuses, allowances, job benefits, end of service benefits are rounded to the nearest monetary unit (25-50-75) fils.
6. The calculation of the degree of kinship for the purposes of applying the provisions of this regulation shall be done in accordance with the provisions of the Civil Transactions Law of the United Arab Emirates issued by the Federal Law No. (5) of 1985 and its amendments. The following table can be used to determine the degrees of kinship:

Degrees of kinship	Kinship
First degree	Father - Mother - Husband - Children
First-degree in-laws	The husband's father - the husband's mother - the husband's children
Second degree	Grandfather - grandmother - brother - sister - grandson
Third degree	Uncles - aunts - nephews
Fourth degree	Cousins

7. The government authority shall commit to grant equal opportunities to train and qualify citizens seeking work in coordination with the Authority, in accordance with the rewards controls and system approved by the Executive Council.

8. The government authority shall commit to train and qualify the citizen employee in order to replace the job occupied by the non-citizen employee, or to notify the Authority to include the needs of the government authority in terms of educational disciplines required for that job in coordination with concerned authorities - as the case may be.

## **Article (4) Delegation of Powers**

1. The head of the government authority shall be responsible for the proper application of the provisions of the law, this regulation, systems, decisions, and guides issued in implementation thereof. They may delegate some of their powers as needed and in the interests of the work, provided that the delegation does not violate the law and the delegator is eligible for what they delegate.
2. Delegation does not exempt the head of the government authority from the responsibility of their powers and authorities established by virtue of their position, and the delegate must always adhere to consistency and good judgement when exercising what they have been delegated, and in the interests of the work.

## **Article (5)**

1. Delegation is made by an administrative decision from the head of the government authority or their equivalent, which includes the delegated authorities and powers, the name of the delegated employee, job title, and the delegation period, provided that this is included in the authorities and powers table of the government authority.
2. The delegation decision must determine the name and capacity of the person replacing the delegate, and that in the event of their absence together, they shall be replaced by the higher official of the person who was originally delegated.



3. The authorities and powers are delegated to the employee in their functional capacity, at the discretion of the head of the government authority, according to the administrative decision issued in this regard, and accordingly the delegate assumes the authorities and powers delegated to them.
4. No delegate may authorize others except with the approval of the head of the government authority.
5. Authorities and powers are determined based on the approved organizational structure of the government authority, provided that the table of authorities and powers is reviewed when making any amendments to the organizational structure or changing the occupants of executive management jobs in the government authority and other levels.
6. If an employee is assigned the work of another employee, this does not entail that the assigned employee exercises the powers delegated to the one who used to occupy the job, unless this is stipulated in the assignment or delegation decision.
7. The employee may not approve the disbursement of a benefit or allowance that pertains to them personally, unless this is in implementation of the provisions of the laws and regulations in force and the policies approved in this regard.
8. Given that the authority vested in the office holder stems primarily from the position they occupy, the power and authority to disburse is in accordance with the powers of the position they occupy and within the limits of the amounts contained in the approved budget of the government authority and in accordance with the provisions in force in this regard.

## Article (6)

Delegation shall cease in any of the following cases:

1. End of service of the authorized person.
2. Expiry of the authorization period.
3. End of the purpose for which the authorization was granted.
4. Revocation of the authorization decision.

5. Revocation of the position occupied by the authorized person, transferring it from them, or changing its job title.
6. Vacancy in the position of the person to whom the authorities have been delegated, for whatever reason, whether permanently or temporarily.
7. Three months have elapsed from the date of appointment of another government authority chairman.

## **Chapter II**

### **Regulating public jobs**

#### **Article (7) General Policy**

1. The Executive Council shall issue a decision regulating public functions, including the mechanism for analysing, evaluating, classifying and regulating their grades.
2. The Government Authority shall prepare the organizational structure that is commensurate with its strategic objectives and needs in terms of jobs required to accomplish the work and tasks assigned to it, in accordance with the public jobs law issued by the Executive Council.

3. The government authority shall prepare the jobs budget in coordination with the Authority and the Department of Finance in light of the five-year human resources plan in accordance with the financial rules in force in the Emirate.
4. The job budget shall be prepared in accordance with the approved organizational structure of the Government Authority and the annual employment plan, and includes the following:
  - a. Types of jobs, their job titles, corresponding job grades, and financial allocations set for them.
  - b. Total job positions approved in the organizational structure.
  - c. Part of the job budget should be allocated to recruiting graduate trainees.
5. The chairman of the Government Authority may make adjustments to the approved annual job budget by adding, cancelling or transferring financial allocations between said jobs within the limits of the financial appropriations for the annual budget and in accordance with the financial rules in force in the Emirate and the public job regulation issued by the Executive Council.
6. The number of employees may not exceed the total number specified in the annual job budget and contained in the approved organizational structure of the Government Authority, regardless of the tool for filling the job, unless there is a special provision for that.
7. The Government Authority shall plan for its future needs in terms of human resources for the next five years and have it approved by the chairman of the Government Authority, provided that a copy of the approved plan is provided to the Authority and it is notified of any amendments to it.
8. The Government Authority shall nationalize its jobs in accordance with the legislation issued in this regard.
9. The Government Authority shall implement the approved five-year human resources plan through an annual recruitment plan that is prepared according to the approved job budget. The annual employment plan and any amendments thereto shall be approved by the chairman of the Government Authority.

## **Article (8) Human Resources Committee**

The Authority shall issue a guide for the work of the Human Resources Committee in government authorities.

## **Chapter III Appointment**

### **Article (9) General Policy**

1. Appointment in the Government Authority shall be based on vacant positions in the approved organizational structure, which have an approved job description card and are included in the job budget, according to what is decided in this regulation.
2. An employee may not work under the direct supervision of his spouse or any of his relatives up to the fourth degree.
3. The employee shall not participate in any decisions related to the appointment of his spouse or any of his relatives up to the fourth degree or in-laws up to the second degree. The employee shall be responsible for reporting the relationship in writing and not participating in the decisions.
4. The candidate for appointment shall submit all documents and supporting papers necessary to complete the appointment procedures, certified and approved by the concerned authorities, and the Government Authority shall keep a copy of them in the personal file of the candidate for appointment upon his appointment and maintain its confidentiality. The candidate is responsible for the validity and integrity of the documents they submitted.
5. The age of the candidate for appointment is recorded in all records and transactions related to them according to the date of birth as evidenced by the birth certificate, Emirates ID card or passport at the time of appointment.
6. In the event that the certificate or document mentions the year of birth only, then the thirty-first day of December of that year is the assumed date of birth that is mentioned in everything related to the employee's service.
7. The date of birth of the employee shall not be amended after their appointment except in implementation of a decision or judgement issued by the competent authorities, provided that it is duly documented if it was issued from outside the country.
8. For the effect of amending the date of birth of the national employee after their appointment, the approval of the Pension Fund shall be required by an official letter for each case separately.
9. Upon their appointment, the candidate shall occupy the lower sub-grade of the approved main grade for the job, and the chairman of the Government Authority may make an exception to this condition

by appointing a sub-grade higher by not more than 5% of the number of jobs targeted in the approved annual employment plan.

10. The appointed employee shall be entitled to the total salary, allowances, benefits and any other rights prescribed by law.

## **Article (10) General Conditions for Appointment**

The candidate for appointment to a public job shall:

1. To be a citizen of the country.
2. To be of good conduct.
3. To be not less than eighteen Gregorian years, and the age shall be proven by the birth certificate or an official extract thereof or by the identity card, with the exception of the holder of the general secondary certificate or its equivalent.
4. To have a national service card by completing all its stages, or submit a certificate showing their position on it in case the candidate for the job is bound by national service. The priority in appointment shall be for those who have completed national service or been exempted from it.
5. They should not have been previously convicted to a penalty restricting their freedom in a felony or misdemeanour involving breach of honour or trust, unless they have been exonerated in accordance with the legislation in force, and this shall be proven by submitting a criminal case investigation certificate issued by the competent authorities. The Authority may exempt nationals from this condition, if necessary, based on the proposal of the Government Authority.
6. They should not have been previously dismissed from service by virtue of a final disciplinary judgement or decision unless at least two years have elapsed since its issuance. The period may be reduced to one year or they may be exempted from this condition if the appointment authority finds justification for that.
7. They shall prove their physical fitness for the job. The health fitness conditions shall be determined by virtue of a decision from the Authority after agreement with the relevant health authorities in accordance with health regulations and standards.
8. They shall have the necessary qualification for appointment to the job, and the qualification shall be duly certified and equalized by the competent authorities.

9. The candidate shall meet the requirements and conditions for occupying the job according to the approved job description and the schedule of the minimum periods of total experience required for appointment to the jobs.

## **Article (11) Conditions for Appointing Non Nationals**

1. As an exception to Clause (1) of the previous article, an expatriate may be appointed, provided that there is no national candidate who meets the conditions and requirements for occupying the position, after the approval of the Authority.
2. In order to appoint an expatriate, they shall not be bound by a contract with another government authority, unless that authority has notified them of its unwillingness to renew the contract.
3. The contract of an expatriate employee may not be renewed except after ensuring that there is no national candidate who meets the requirements to fill the position, and after obtaining the approval of the Authority.
4. An expatriate may not be appointed in any of the government authorities in the following cases:
  - a. If they previously worked in a Government Authority and received a performance evaluation report result that is less than (good) compared to their last performance evaluation.
  - b. If their service was terminated by dismissal for the public interest or by reason of interruption of employment. Exception may be made after the approval of the Authority.
  - c. If their service is terminated due to their incapacity to carry out their duties during the probationary period, or whose service has already been terminated as a result of their dismissal by a disciplinary decision, a court ruling, or a final judgment that restricts their freedom due to a felony or misdemeanour involving breach of honour or trust.

## **Article (12) The approved domicile of the non-national employee**

1. The approved domicile of a non-national employee shall be determined in the employment contract based on his nationality provided upon appointment.
2. An employee's approved domicile shall not be automatically changed at the registry of the Government Authority after changing their nationality, acquiring another nationality or changing their residence after appointment, unless approved by the head of the Government Authority.
3. The approved domicile for eligible non-citizen family members shall be the same domicile approved in the records of the government authority, regardless of their nationalities or actual place of residence.

## Article (13) Priority for Vacant Positions

The order of priority for vacant positions in the Government Authority shall be as follows:

1. A citizen employee of the same Government Authority who meets the conditions and requirements of the job.
2. A citizen candidate from outside the Government Authority who has completed national service or submitted a certificate indicating his relevant status (if the candidate had to enlist in national service or if he has been exempted from it).
3. Citizen candidate from outside the government authority.

## Article (14) Appointment procedures

1. Research and Selection
  - a. The Government Authority shall announce its vacancies in appropriate ways.
  - b. The Government Authority shall select applicants who fulfil the conditions set forth in the law and regulations herein, for the vacancy that best meet its requirements.

2. Evaluation and preference

The Government Authority shall evaluate the candidate in accordance with the nature of the candidate's position, taking into account the following:

- a. Conducting at least one personal interview with the candidate for the vacant post before taking the decision to appoint them.
  - b. Selecting the most qualified candidate by the Government Authority according to the results of the evaluation, test and personal interview.
  - c. If the qualifications, skills, competencies, and experiences of the candidates for the job were found equal, the matter shall be referred to the head of the government authority, along with the recommendation of the Human Resources Committee, in order to select the appropriate candidate.
3. Fulfilment of job requirements
  - a. After the candidate passes all examinations, obtains all types of approvals for admission from the competent authorities and meets any requirements related to the job, the Government



Authority shall notify the candidate of their admission upon the terms, requirements and financial and functional allowances prescribed.

- b. Candidates shall be rejected if they haven't passed the necessary tests, examinations and obtained relevant approvals or if the conditions and requirements of the appointment set forth in the law and regulations herein are not met. The candidate shall be notified of the result.

4. Appointment decision

The decision to appoint the candidate shall be issued by the head of the Government Authority based on the recommendation of the Human Resources Committee, provided said decision determines the job title, job degree and sub-degree that the employee would occupy, as well as their total salary.

5. Commencement of employment

- a. Employment may not be commenced prior to the appointment decision.
- b. The date of commencement of employment at the Government Authority shall be determined by agreement with the appointed employee, no later than three months after the date of issuance of the appointment decision.
- c. An employment contract shall be concluded with the employee prior to his commencement of employment at the Government Authority, and after issuance of the appointment decision. The said contract shall be signed by both the head of the Government Authority and the appointed employee.
- d. The Government Authority shall act in accordance to the forms of employment contracts issued by the Authority and may not make any amendment thereto except with the Authority's approval.
- e. Before assuming their duties, the employee shall review the Rules of Professional Conduct for Government Entity Employees of and sign a copy thereof.
- f. Upon job commencement, the employee shall sign an acknowledgment of receipt of the work, indicating the work commencement date, provided that the acknowledgment is approved by the head of the department to which the employee is affiliated, and is kept in the employee's service file.
- g. Upon job commencement, the employee shall sign a declaration that they do not work for any civil or military government entity and do not receive any pension, provided that the

declaration is approved by the head of the department to which the employee is affiliated, and it is kept in the employee's service file.

## **Article (15) Appointment of Graduate Trainees**

1. Fresh graduates who are candidates for appointment shall be given special attention when they are being appointed to work in the government entity during the onboarding and functional development to hold a position in the approved organizational structure of the government entity.
2. The graduate trainee in government entities shall be granted a stipend according to the duration of the training program and according to the schedule attached to these Regulations.
3. No candidate shall be appointed in job Grades 4 to 6 except after they successfully pass the training period, except for candidates with previous practical experience.
4. A training contract shall be concluded between the entity and the graduate trainee directly in the reward system and according to the model (Graduate Trainee Contract) and according to the employment procedures in force, provided there is an open vacancy which the trainee can fill at the end of the program period, according to which the graduate trainee will not be included in the approved organizational structure until they pass the relevant program.
5. Their job title shall mention "Graduate Trainee" until they complete the relevant training programme.
6. If the graduate trainee proves their competence during the training period, the head of the government entity may decide to shorten the training period for the purpose of appointment.
7. If the graduate trainee did not pass the training and probation period, the period will be extended. If they pass the extension period, they will be appointed to fill the previously specified job vacancy and the required transfer will be made so that the trainee is appointed as an employee in the government entity.
8. If the trainee does not pass the extension period, their data will be included in the Authority's job seekers database, and they can intern in another government entity.

## **Article (16) Appointment of Persons with Disabilities**

1. All government entity employees shall be considered equal in rights and duties, including people with disabilities.

2. A citizen with a disability shall have the right to hold a public position without any discrimination between them and others, provided that the specific needs of the job candidate are taken into account when conducting tests related to aptitude for joining work.
3. The government entity shall appoint citizens with disabilities at the rate determined by the Authority out of the total number of jobs approved by the government entity.
4. A candidate with a disability shall prove their status by submitting an official document approved by the competent authority.
5. An employee with a disability shall be assigned to a job with tasks and duties that are in line with the classification of their disability, taking into account the provision of a suitable work environment and the appropriate means to assist them in performing their work tasks in line with the nature of their needs.
6. Being disabled does not constitute an obstacle to joining work, employment and career progression, or to receiving the necessary training and qualification to join work or advance in the job. The government entity shall coordinate with specialized centres, institutions and institutes to provide training opportunities, job rehabilitation and scholarships for employees with disabilities with the aim of developing their scientific and practical skills and abilities.
7. An employee with a disability shall be granted a fully-paid leave for a (5) working days per year at most, in addition to the periodic leaves to which they are entitled.

## **Article (17) Appointment of previous employees of any other government entity**

An employee whose service has been terminated in the same government entity may be reappointed with the same sub-grade or a lower sub-grade lower. They may be appointed to a higher grade if they acquired new experience or qualifications, or if at least one year has passed since the termination of their service at the government entity.

## **Article (18) Appointment of Military and Civilian Retiree**

1. Subject to the conditions and controls necessary for appointment set forth in the Law and this Regulation, the following is required for the appointment of a military or civilian retiree in a government authority:
  - a. The position for which the candidate is to be appointed shall not be one of the positions designated for trained graduates.
  - b. The citizens who are candidates for appointment and are not retirees shall not encompass persons who meet the conditions of the candidate's job in terms of qualifications, competence, and experience necessary to take the job.
  - c. The candidate for appointment who is a retired military or civilian shall not be a person whose services in their previous employer were terminated by dismissal, suspension, or referral to retirement pension by a disciplinary decision or a final court ruling, unless the Authority decides otherwise.
2. The military retiree shall be entitled to a lump sum financial reward according to the table attached to this Regulation, taking into account the following controls:
  - a. The military retiree shall be appointed with a special fixed-term contract.
  - b. In the event that the sum of the retirement pension and the lump sum financial reward is less than the total salary determined for the lowest sub-grade of the job to which they are appointed, the remaining amount shall be added to the value of the lump sum financial reward to be equal to the total salary specified for the job grade to which they are appointed.
3. The military retiree shall not be entitled to the end of service gratuity.
4. The military and civilian retiree appointed in the government authority shall be granted the allowances and benefits prescribed for the employee according to the terms of their entitlement according to the legislation in force.
5. Unless specifically stipulated in the present Article, the other provisions and rules set out in this Regulation shall apply to the military or civilian retiree appointed in the government authority.

6. The civil retiree from the local authorities shall be subject to the provisions of Article (42) of Law No. (2) of 2000 regarding civil retirement pensions and benefits for the Emirate of Abu Dhabi, and its amendments, stipulating that they shall return to service and be entitled to the total salary and financial allowances for the job grade they are appointed to, with the suspension of the disbursement of their retirement pension.
7. The status of military or civilian retirees appointed in government authorities shall be rectified prior to the enforcement of the present Regulation in accordance with the provisions applicable thereto and set out in this Regulation.

## **Article (19) Subscription to the Retirement System**

The government authority shall commit to register the citizen employee in the retirement system, and to pay the prescribed subscriptions in accordance with the legislation in force in the Emirate.

## **Article (20) Probationary Period**

1. The employee appointed by the government authority shall be subject to a probationary period of three months starting from the date they take over the work, and it may be extended for another similar period from the date they take over the work.
2. The line officer shall carry out accurate follow-up to evaluate the employee's job performance and behaviour according to clear bases during the probationary period, in accordance with the procedures specified by the government authority, and shall assist and direct the employee to develop their job performance and behaviour. In the light of the evaluation result, the line officer may either recommend the employee for tenure, the extension of the probationary period, or the termination of their services if it is proved that they are unfit for the job, before the expiration of a period of three months from the date of the employee taking over the job.
3. During the probationary period, the service of the employee may be terminated if they do not prove their competence or merit to carry out their job duties, or because of their unsatisfactory performance or behaviour, by a decision of the head of the government authority, in accordance with the approved procedures, provided that they are given a notice period of (5) working days.
4. An employee may resign from their job during the probationary period, provided that they notify their employer of the same through their line officer, and that it be before (5) working days from the date of resignation.

5. If a period of three months lapses from the date of the employee taking over their work without terminating their service or extending the probationary period, they shall be tenured to the job to which they were appointed.
6. The probationary period of the employee shall be extended by an equal number of leave days granted to them during the probationary period.
7. The probationary period shall be calculated as part of the employee's continuous service period with the government authority.

## Article (21) Table of Minimum Years of Total Experience Required for Job Appointment

Main grade	Sub-grade	Academic Qualification							
		Bachelor Degree		Diploma		High School		Below High School	
		Citizen	Non-Citizen	Citizen	Non-Citizen	Citizen	Non-Citizen	Citizen	Non-Citizen
1	1A	11	13						
	1B	10	12						
	1C	9	11						
2	2A	8	10	9					
	2B	7	9	8					
	2C	6	8	7					
3	3A	5	7	6	8				
	3B	4	6	5	7				
	3C	3	5	4	6	8			
4	4A	2		3	5	7			
	4B	1		2	4	6			
	4C	0		1	3	5			
5	5A			0	2	4	6		
	5B					3	5		
	5C					2	4		
6	6A					1	3	3	5
	6B					0	2	2	4
	6C							1	3
7	7A							0	2

	7B								
	7C								
	7D								
	7E								

## **Article (22) Part-Time Appointment**

1. Part-time appointment aims to support family stability and the social status of the Emirate's citizen employees who find it difficult to carry out the tasks and burdens of a full-time job, by finding alternatives for Emirati employees to work for fewer hours than the full-time employees.
2. As an exception to Clause No. (4) of Article (7) of this Regulation, the government authority may apply part-time jobs to some jobs within the limits of the approved job budget, after the approval of the Authority.
3. The government authority shall determine the categories of jobs that can be available for part-time work in alignment with its needs and in a manner that does not conflict with the nature of its work and does not affect the requirements of the job, provided that this is limited to jobs below the supervisory level.
4. The government authority may appoint a maximum of two employees on a part-time basis for a vacant job.
5. Unless specifically stipulated in this Chapter, the employee appointed on a part-time basis shall be subject to the other provisions stipulated in the present Regulation.

## **Article (23) Part-Time Appointment's Controls and Conditions**

The same conditions and procedures for appointment stipulated in the Law and this Regulation shall apply to the employee appointed on a part-time basis.

## **Article (24) Determining the Official Working Hours for Part-Time**

1. The official working hours for the employee appointed on a part-time basis shall be determined by a decision of the head of the government authority. This determination shall take into account the nature of the government authority's work, the needs and requirements of the job, and the distribution of job tasks between them.
2. Part-time work shall be in half of the official working hours during the official working days.
3. The employee appointed on a part-time basis shall abide by the deadlines set for their working hours and the procedures approved in the Attendance and Leave Regulation of the government authority.
4. The employee appointed on a part-time basis may not be assigned to perform additional work after official working hours and during holidays, except within the limits of the hours specified in the decision specifying the employee's working hours.

## **Article (25) Determining the Total Salary of the Employee Appointed on a Part-Time Basis**

The part-time employee shall be entitled to a total monthly salary, which is calculated from the total monthly salary determined for the job grade according to the approved grades and salaries schedule at the rate of (50%) of the job grade allocations to which they are appointed, with the exception of the allowance for the children of citizens and the deployment allowance, which are paid in full according to the eligibility conditions.

## **Article (26) Delegation and Secondment of the Employee Appointed on a Part-Time Basis**

The employee appointed on a part-time basis shall not be delegated or seconded.

## **Article (27) Vacations of the Employee Appointed on a Part-Time Basis**



1. The employee appointed on a part-time basis shall not be entitled to the following:
  - a- The permission hours to leave work stipulated in this Regulation.
  - b- The two hours of leave for the nursing employee stipulated in this Regulation.
2. The working hours of a part-time employee shall be reduced to one hour per day during the month of Ramadan.
3. Unless stipulated in the two preceding clauses, the employee appointed on a part-time basis shall be entitled to all leaves stipulated in this Regulation according to the terms and conditions of entitlement.

## **Article (28) Transition from Full Time to Part Time or Vice Versa**

1. The head of the government authority may, upon a written request from the employee, transfer them from full time to part time or vice versa.
2. The service of an employee whose work is transferred from part-time to full-time or vice versa shall be considered a continuous service since the date of their appointment with the government authority.

## **Chapter 4**

### **National, Reserve, and Alternative Service**

#### **Article (29) General Policy**

1. The National Service and Reserve Authority shall select the employees assigned to the national and reserve service courses by their names and according to the databases available to it, without referring to their employer.
2. The government authority shall commit to allow the employee who meets the conditions for joining the national, reserve and alternative service to join the service in accordance with the legislation in force in this regard.
3. The employee of the category targeted to join the national service shall be granted a leave with a total salary for a period of three working days to complete the registration process for the service and conduct medical examinations. This leave may be extended for similar periods based on a statement from the National Service and Reserve Authority.
4. The employee who meets the conditions for joining the national, reserve, and alternative service throughout the period of their performance of this service or the period of their call-up shall be paid the salaries, bonuses, allowances, periodic leave, and other rights and privileges arising from the job, as if they were on the job. The period of their service in their job and their original work shall be considered continuous.
5. The government authority shall retain its job for any of its employees who joins the national, reserve, or alternative service, or is called to it, until the end of performing this service or the call-up period, provided that the employee is returned to their job upon completion of the national, reserve, or alternative service.

6. The employee shall commit to start working for their employer within (5) working days from the date of completion of the enrolment period, according to the statement of the National Service and Reserve Authority, with a proof of the same.
7. The employee called up for resuscitation training must start working for their original employer during the next working day from the date of completion of the training.
8. If the employee is dismissed from the national, reserve, or alternative service for any reason, they must - on the next working day from the date of their notification of the dismissal - start working for their employer, otherwise they will be considered disengaged from work from that date with the resulting consequences of that discontinuance, unless they present an acceptable excuse to their employer justifying this absence.
9. If the government authority finds that the employee was dismissed from the national, reserve, or alternative service because they committed a violation that requires a disciplinary penalty, it must conduct the necessary investigation into the reasons for dismissing the employee from this service and impose the necessary disciplinary penalty.

### **Article (30) Joining the National, Reserve, and Alternative Service During the Probationary Period**

1. Without prejudice to the provisions of Article (20) of this Regulation, in the event that the employee is assigned to the national, reserve, or alternative service during the probationary period, this period shall be interrupted immediately after the employee's joining.
2. The employee's probationary period shall resume after the end of the national, reserve, and alternative service enlistment period.

### **Article (31) Performance Evaluation**

The performance of the employee who performs the national, reserve, or alternative service shall be evaluated with a grade of “very good”, and if their evaluation in the previous year was rated as “excellent”,

they shall be evaluated with the same evaluation, with the exception of those with low performance according to the statement of the National Service and Reserve Authority.

## Chapter 5

### Salaries and Allowances

#### Article (32) General Policy

1. By a decision of the Chairman of the Executive Council based on the proposal of the Authority, the following shall be issued:
  - a. One or more schedules of government authority employees' salaries.
  - b. Bonuses, allowances, and various benefits.
2. An approved budget must be available for the payment of salaries, bonuses, allowances, and benefits.
3. The government authority shall abide by the approved grade and salary scale and not exceed the limits stipulated therein.
4. The employee's entitlement to their total salary shall start from the date they start work.

#### Article (33) Controls for Applying the Total Salary

1. The employee shall be entitled to the total salary equivalent to the job grade they occupy, in a manner commensurate with their experience and qualifications, without prejudice to what is stated in this Regulation.
2. In the event that the years of practical experience of the candidate for appointment exceed the minimum requirements for the job, they may be granted upon their appointment an increase of 2% of the basic salary of their sub-grade for each additional year of experience with a maximum increase of 20% to be added to their basic salary, based on a recommendation from the Human Resources Committee and the approval of the head of the government authority.
3. If the last total salary of the candidate for appointment is higher than the total salary of the job they are nominated for by no less than (20%), they may be granted upon their appointment an increase of (5%) of their total salary before appointment, to be added to their basic salary, based on the

recommendation of the Human Resources Committee and the approval of the head of the government authority.

## Article (34) Allowances

An employee may be granted allowances to compensate them for certain expenses or based on eligibility conditions, which are as follows:

### 1. Compensation for Excellence

- a. The head of the government authority shall determine the percentage of the distinction allowance for the employee of the fifth grade and above who has performed distinguished work.
- b. The compensation for distinction shall be paid on a monthly basis, according to the following controls:
  - The percentage of granting this compensation shall not exceed (5%) of the total number of employees of the government authority.
  - Granting this compensation shall not exceed (15) employees per year.
  - In all cases, the head of the government authority may grant this compensation to a minimum number of (5) employees of the authority, regardless of the total number of employees of the government authority.
  - The value of the compensation shall not exceed (200%) of the employee's basic salary.
  - The payment of this compensation shall be renewed in January of each year, in the event that it is decided to renew the payment of the compensation to the employee.

### 2. Compensation for Recruitment

The head of the government authority may determine the percentage of the compensation for recruitment for the new employee of the third grade and above, according to the following controls:

- a. The value of the compensation shall not exceed (200%) of the employee's basic salary.
- b. This compensation shall not be granted to more than (5) employees per year.
- c. This compensation shall not be disbursed until the employee successfully passes the probationary period.
- d. This compensation shall be paid to the employee only once throughout the period of their service in the government authority.

### **3. Compensation for Overtime**

The employee shall be paid for the overtime work they perform outside the official working hours in a compensation not exceeding (50%) of the employee's basic salary and a maximum of 4,000 dirhams per month in the following cases:

Conditions of Entitlement	Method of calculating the value of compensation
<ol style="list-style-type: none"> <li>1. The employee is requested to perform the additional work in writing.</li> <li>2. The overtime work should not be part of the employee's original duties that they perform during the working hours specified for them.</li> <li>3. The tasks that the employee is assigned to accomplish shall not be the result of negligence or default from their part.</li> </ol>	<ol style="list-style-type: none"> <li>1. The number of additional hours shall be calculated after the employee performs (40) basic work hours per week as follows:</li> <li>2. An hourly work salary = the employee's basic salary / 160 working hours per month, provided that the number of overtime hours per month does not exceed (80) working hours, and a maximum of (4) hours per day.</li> <li>3. An employee entitled to overtime compensation may choose between overtime compensation or days equal to the total number of overtime hours they worked at the rate of one day for every (8) working hours.</li> </ol>

#### 4. Compensation for Deployment

- a. An employee deployed on an official mission shall be entitled to a daily compensation to cover the expenses they incur in order to perform the mission assigned to them according to the schedule attached to this Regulation.
- b. Deployment on official or training missions inside or outside the country shall take place by a decision of the head of the government authority. The head of the government authority may also deploy non-workers in the government authority on official missions outside the country or include them in official delegations - if the need arises - and the deployed person shall be treated according to the category determined by the deployment decision, provided that the decision specifies the party who shall bear the expenses.



- c. The delegation decision must include a statement of the nature and objectives of the mission, the employee assigned to perform it, the authority to which they are delegated, and the duration of the delegation.
- d. The duration of the deployment outside the country shall be determined by the duration of the official or training mission, in addition to one day for travel and one day for return from travel for countries whose travel hours are less than (10) hours, and two days for travel and two days for return from travel for countries whose travel hours are not less than (10) hours, regardless of the actual date of travel and return.
- e. The period of deployment within the country shall be determined in actual days for the official or training mission.
- f. The employee assigned to an official or training mission inside or outside the country shall be granted, in addition to their total monthly salary, a daily allowance for every day or part of a day spent in the official or training mission. This allowance shall include accommodation, food, petty cash, and transportation expenses.
- g. The deployment compensation shall be paid for the period of deployment within the country to another city in the Emirate other than the one in which the concerned employee's workplace is located, or outside the country, and the monetary value of the compensation shall be calculated as follows:
  - 100% of the value of the compensation if the duration of the assignment or training course exceeds one day in the event that the employee bears the expenses of accommodation, food, and transportation without the government authority or the authority to which they are delegated.
  - 30% of the compensation value in case of return on the same day.

- 50% of the allowance value if the employee is hosted by the authority to which they are delegated, and the same value shall be paid to those enrolled in the National Defence College in the event that the official mission is outside the country only.
- h. The government authority may, at the request of the concerned employee, disburse them the full deployment compensation before the deployment date, and if the deployment period exceeds (30) days, it will be disbursed on a monthly basis. Should the employee fail to attend the official mission or training course, the previously paid compensation for deployment shall be deducted, along with the entitlement of the first salary following the date of deployment.
- i. The government authority shall allocate a travel ticket for the employee deployed for an official mission or a training course outside the country on the country's national carrier (Etihad Airways), as long as its services are available.
- j. The government authority may not disburse a cash compensation for the travel ticket according to the travel class entitled to the employee, and its value shall be calculated according to the system decided by the competent authorities in this regard.
- k. In the event that the deployment is for more than three months, it is permissible to grant travel tickets to the eligible family members of the employee with the same class of travel specified for them back and forth to and from the Emirate, in addition to paying the expenses of medical treatment for the employee and their eligible family members in the country to which they are deployed during the deployment period according to duly certified receipts.
- l. The deployed female employee may request the issuance of a travel ticket with the same class of travel allocated to her for a companion whose degree of relationship does not exceed the third degree, provided that she submits the necessary supporting documents.

- m. The deployed employee shall be compensated for any expenses related to the completion of the task entrusted to them according to the invoices and documents supporting the disbursement.

## Article (35) Annual Bonus for Distinguished Employees

- 1- The disbursement of annual rewards to distinguished employees in the government authority shall be in accordance with the annual rewards system issued by the Authority according to the following conditions:
  - a- The total annual remuneration for employees shall not exceed (10%) of the total salaries allocated annually to the employees of the government authority.
  - b- The value of the employee's annual remuneration shall not exceed three months' basic salary.
  - c- The employee shall achieve the performance targets set for them.
- 2- Annual remunerations shall be paid by a decision of the Executive Council in accordance with the legislation in force.

## Article (36) Medical Insurance

Medical care shall be provided to the non-citizen employee in accordance with the health insurance law in the Emirate in force in this regard.

## Article (37) Deduction on or Withholding of the Employee's Salaries or Entitlements

- 1. The government authority shall not be entitled to make a deduction or withhold the amounts payable to the employee except in the following cases and according to the order of priorities listed below:
  - a. To pay an alimony or a court-ruled debt.

- b. To pay what is due from the employee to the government, whether for a reason related to the performance of their job, or to recover what was disbursed to them unjustly.
2. Under no circumstances may the deduction or withholding of these amounts exceed (25%) of the employee's total salary. As an exception, the employee may agree in writing to making a deduction beyond those limits.

### Article (38) Expenses of Recruiting Non-nationals from Abroad

1. The government entity shall provide the non-national employee who is recruited from abroad, upon arrival and return to their home country, with an economy class travel ticket, as well as a ticket for their entitled family members, using the national UAE airline (Etihad Airways) or its partners. If the employee wishes to travel by land or sea at their own expense, they may ask the government entity to reimburse half of the value of the travel tickets due to them. A non-national employee may exchange the travel tickets to which they are entitled upon departure with tickets to any other country, provided that they are at the same costs or at lower costs. In case of an increase in price, the employee shall be required to pay the difference.
2. In the event that the candidate is summoned for a personal interview from outside the country, the government authority shall arrange the issuance of an economy-class air ticket for the candidate only upon arrival at the beginning of the appointment. The authority shall also bear the full residence expenses, with suitable housing, for a maximum of one month.
3. The government entity shall provide the non-national employee who is recruited from abroad, at the beginning of the recruitment process, with accommodation at the entity's own expense for a period of one month.
4. The government entity shall bear the costs of issuing and renewing work and residence permits for non-national employees and their eligible family members, as well as the costs of medical examinations.

## **Chapter Six**

### **Performance Management**

#### **Article (39) General Policy**

1. The Authority, in coordination with government entities, shall issue a Performance Management System to measure employee performance based on strategic objectives and the performance of its organizational units in accordance with the organizational structures of government entities, with the aim of enhancing individual achievements, promoting teamwork, and providing a basis for achievement rewards and achieving the desired results to realize the emirate's vision.
2. The Performance Management System shall include the standards and elements of performance reports and the percentages assigned to the various evaluation elements of each government entity in proportion to its type of jobs, performance report forms, and the method of calculating the overall rate of performance evaluation.
3. The annual performance report shall be prepared for all government entity employees.
4. The general framework for evaluating the performance of the government entity's employees shall depend mainly on the behaviour and performance of the employee at work according to the performance reporting form approved by the Authority. The government entity may develop its own competency model after obtaining the approval of the Authority.
5. Performance appraisal shall be linked to the individual goals of employees at different job levels and performance indicators to implement these goals.
6. The employee's annual goals shall be linked to the strategic and operational goals of the organizational division to which the employee belongs.

#### **Article (40)**

1. The direct manager shall be responsible for communicating with their employees to clarify and define their job duties and responsibilities and the objectives to be achieved, and to evaluate their competence and performance for the purpose of job development and enrichment.
2. The employee shall propose goals and agree on them with the direct manager according to the duties of the position they hold.
3. The direct manager shall periodically and regularly review and evaluate the performance of their employees at least twice a year.
4. The employee in the government entity shall be responsible for performing their job duties in a manner that is favourable to such employee and to the government service. The employee shall do their best to continuously develop their abilities and skills according to work requirements, goals, and self-requirements, and in accordance with the method of continuous learning.
5. The Human Resources Department in the government entity shall be concerned with all procedures related to the stages of evaluating the performance of the employees of that entity. It shall also organize the preparation of performance reports and keep them in employee files.
6. The Human Resources Department shall follow up the processes of filling out performance reports for employees according to the rules and according to the approved time periods.

## Article (41)

The annual employee performance appraisal cycle shall cover the period from the first of January until the end of December of the same year according to the Performance Management System. To evaluate the employee's performance, the employee shall hold their position for a period of not less than six months during the annual evaluation cycle, with the exception of:

- 1- The employee who passes the probationary period and is appointed to hold a position after the first of July, provided that the performance report prepared for the following year includes the remaining part of the year of appointment.

- 2- The dates for evaluating the performance of workers in schools, institutes, universities, and the like affiliated with the government shall be determined at the discretion of the concerned authorities.

## Article (42)

The performance appraisal system in the government entity shall include five evaluation scores whose different levels are classified in letter, numbers or symbols, as shown in the following table:

Performance Appraisal Levels Table
Excellent
Very good
Good
Acceptable
Poor

## Article (43)

- 1- If the employee obtains the highest or lowest evaluation score, it shall be justified and shall mention the specific elements of excellence or poor performance that led to this score. The report shall not be approved unless such justifications are stated and approved by the official holding a higher position than the direct manager.
- 2- All disciplinary penalties imposed on the employee during the performance appraisal cycle shall be taken into consideration.
- 3- The government entity shall abide by the level of standard distribution of the total estimated percentages of the results of the annual appraisal issued by the Authority.

- 4- The employee shall be informed of the results of their annual evaluation after being approved by the head of the government entity within (5) working days following the approval of the Human Resources Department.
- 5- It shall not be permissible to change the score of the employee's annual evaluation after being approved, except if the employee has seen it and gave his approval to make that change.
- 6- If the employee is not satisfied with the evaluation of his competence, he may complain in writing from this report in accordance with the rules, procedures and deadlines specified for the grievance mentioned in these regulations.

## Article (44) Cases of Job Performance Evaluation

### 1- Annual Performance Report:

The annual performance report shall be prepared for all employees who hold positions in the organizational structure and job budget of the government entity in accordance with the Performance Management System.

### 2- Employee evaluation during the probationary period:

The employee's behavioural capabilities and ability to perform the tasks of the assigned job shall be determined and a decision shall be made regarding their appointment to hold such position.

### 3- Employee evaluation during the probationary period:

The performance of the employee who was authorized to take any of the leaves provided for by law, provided that such leaves do not exceed six months, shall be evaluated during the performance appraisal cycle. If the leaves exceed six months, the performance evaluation for that year shall not be counted for the employee.

### 4- Evaluation of transferred / seconded / delegated employees:



- a. If the employee is transferred, seconded, or delegated inside or outside the government entity, the entity where they worked for the longest period shall prepare a performance report. The other entity shall prepare an initial report on their efficiency and performance during the period the employee spent there during the evaluation period and shall share it with the entity responsible for preparing the report. The annual performance shall be used to guide the preparation of the report, as the case may be. In this case, the employee's interest is taken into account during the evaluation.
- b. The performance of the employee delegated to another job shall be evaluated in addition to their original job duties, by preparing a periodic report on job performance for the job to which they are delegated, provided that the period of assignment is not less than 6 months, without prejudice to the obligation to set goals for the employee for their original position that they hold, provided that the employee's performance is evaluated at the end of the year according to the goals approved by the employee's direct manager in their original job and in coordination with the department to which the employee is delegated.

## Article (45) Performance Evaluation Authority and Responsibility

1. The employee shall prepare the annual performance report and submit it to the direct manager for approval, provided that the job grade of the direct manager is not lower than a department head.
2. The Human Resources Department shall prepare a statement of the results of the annual performance reports for all employees, to be approved by the head of the government entity.
3. The government entity shall submit reports to the Authority on the employees who received two consecutive reports with the lowest evaluation score.
4. The Human Resources Department shall notify the employee of the annual performance report once approved, and the employee may file a complaint against it in line with this regulation.

## **Article (46) Dealing with the citizen employee who has obtained a performance report with a rating of (weak)**

1. If the citizen employee obtained a performance report with a rating of “weak”, the Human Resources Department shall coordinate with the line manager of the employee to determine the causes of their low job performance; accordingly, one of the following procedures shall be taken:
  - a. Helping the employee to improve and addressing the causes that led to low performance, provided performance is evaluated quarterly.
  - b. Moving the employee to another job-if any-through which they can prove their capability to perform the relevant tasks as required, provided the line manager supervises the improvement of their performance and conducts evaluation at a quarterly basis.
2. If the citizen employee obtains two consecutive reports with a rating of “weak”, after the depletion of one of the previous items, and in case the complaint is rejected, one of the following procedures shall be adopted:

First: Moving the employee to another job within or outside the Government Authority (if any) through which they can prove their capability to perform the required tasks.

Second: Terminating the service of the employee.
3. In all cases, all of the procedures and steps adopted by the Government Authority in this regard shall be documented.

## **Chapter 7**

### **Job Development and Training**

#### **Article (47) General Policy**

1. The Government Authority shall be responsible for the identification of annual training and job development needs for its employees in accordance with the results of annual performance and competency evaluation as per the rules of job development, which are determined by the Academy, and in a way that supports the strategies and objectives of the Government and Government Authority.
2. The Government Authority is committed to provide training and continuous learning to the employee to grow their individual talents, develop their capabilities and achieve the job interest according to career paths and objectives as per the tasks and needs of the Government Authority.
3. The deployment of employees for training sessions shall be based on the decision of the head of the Government Authority, except for the training programs that are implemented by the Academy, as attendance is mandatory.

4. Except for the training programs implemented by the Academy, training sessions within and outside the State are limited to citizen employees. In case it was required to include a non-citizen employee in training sessions, the Government Authority shall coordinate with the Academy in this regard.
5. The Government Authority is committed to planning and the provision of the required resources to train and develop the skills and capabilities of its citizen employees and increase the level of specialized and leadership competencies to enable them to perform their current and future job duties in the best way and create continuous learning culture at all levels.
6. The Government Authority shall benefit from government resources and services provided centrally by specific authorities in the Emirate to ensure the consistency of the general executive framework and the alignment of the unified Kingdom vision.
7. The Government Authority is committed to measure the efficiency and return of training and development to ensure the best investment of government resources; it shall also provide the Academy with the results of training and development on a yearly basis.
8. The Government Authority shall study and determine the training needs and individual development plans for all of its citizen employees and adopt an annual training plan, in light of the results of performance training, through the areas of improvement and development, which are determined by the line manager in the document of the employee's annual performance evaluation, or as needed.
9. The Government Authority shall consider the inclusion of its training needs plans within the approved budget to cover the costs of training implementation and the costs of deployment.
10. The Government Authority may contract with specialized training authorities and benefit from the best practices to implement the job development and training programs, whether local or international, pursuant to the relevant applicable legislations; it may also prioritise internal human resources that are qualified for specialized training sessions.

11. The Government Authority may terminate the participation of the employee in the training program, in case their conditions or the business need or the general interest require so.
12. Before placing and deploying the employee to attend the training program, the Government Authority shall agree with the employee on a period during which the employee shall undertake to work therefor. In case they breach this commitment without a valid reason, they shall settle all the costs incurred by the Government Authority for their training and development.
13. The employee shall undertake to attend the whole training program and abide by its requirements. The days of absence from the training program -if they fail to come to their workplace- should be treated as decided within this regulation in this regard.
14. The employee shall undertake to settle the actual financial cost incurred by the Government Authority for their deployment to the training program, in case they fail to commit to the attendance requirements and the completion of the training program without a valid reason.
15. The employee shall benefit from the job development opportunities that are available in the Authority by undertaking to participate effectively in the development and implementation of their own development plan, applying the acquired knowledge and skills in the work environment, and activating learning exchange with their colleagues, which promotes the culture of continuous personal learning.

#### **Article (48) Minimum hours of training per year**

1. The training of the graduate trainee shall last for the period prescribed in the applicable legislations.
2. The minimum training hours for all the employees that are eligible for training shall be equal to 40 training hours, (5 business days) each year.

#### **Article (49) Types of training programs**

The Academy shall determine the training topics for leadership and behavioural competencies, institutional support programs, future work skills, as well as the best training patterns, types and methods.

## **Article (50) General rules and requirements**

In order to nominate an employee for training programs, the following shall be required:

1. The budget, approved to cover the costs of training programs implementation and the relevant deployment costs, should be available.
2. The program to which the employee is subject should be within the relevant approved annual training plan.

## **Chapter 8**

### **Promotions**

#### **Article (51) General Policy**

The employee is promoted according to the following conditions:

1. By virtue of a decision of the head of the Government Authority based on the recommendation of the Human Resources Committee, provided said decision determines the job title and job degree that the employee would occupy, as well as the total salary and the effective date.
2. The required approvals shall be obtained from the competent authorities before the issuance of the promotion decision.
3. When the employee is promoted before 01/01/2020, according to divisional or functional promotion, and the total salary of the employee is higher than the total salary of the grade to which they are promoted:
  - a. The total salary shall be distributed to the salary specifications that are subject to pension contributions as a deduction, first from the raise of the Federation, and second from the placement allowance.
  - b. The total salary shall be granted to the grade to which the employee is promoted or (5%) of the employee's total salary is added thereto (to the basic salary), whichever is greater.
  - c. The raise of the Federation and the placement allowance shall be waived when the reason of their provision is gone.

#### **Article (52) Types of promotions**

##### **1- Divisional promotion**

The divisional promotion of the employee shall be under the following conditions:

- a- They shall have spent in the divisional grade one year at least.
- b- They shall have obtained a performance evaluation with a result of (very good) at least in the latest performance report.
- c- The necessary financial provision for promotion shall be available.

## 2- Job promotion

- The employee's job promotion shall be according to the following conditions:
  - a- There is a vacancy.
  - b- The candidate for promotion shall have the minimum qualifications, practical experience, and job requirements according to the approved job description card.
  - c- The necessary financial provision for promotion shall be available.
  - d- The promotion shall be to the lower sub-grade of the main grade following the grade occupied by the employee.
  - e- They should have spent at least one year in the higher sub-rank.
  - f- They shall have obtained a performance evaluation of no less than (very good) for the last performance report submitted for them.
  - g- With the exception of supervisory positions, to which promotion is by selection by the chairman of the Government Authority, priority in promotion when competing is given to the most qualified candidate according to the annual performance evaluation, then the person who spent who spent the most time in the current main grade, then the highest academically qualified in the same field, then the most experienced in the job field. This order shall be adhered to.
- Without prejudice to the terms of promotion and with the exception of Clause (D), in cases where the target job is higher than the current grade of the employee by two main grades, the employee may be promoted to the sub-grade equal to their sub-grade in the next main grade at one time (temporarily) for a period ranging from (6-12) months after which they will be promoted to the target grade if their performance is satisfactory. If the employee's performance is not temporarily satisfactory during the promotion period, a suitable job shall be found for them and appropriate to their abilities and skills at the same sub-grade that they occupy on a temporary basis.



### **3- Financial promotion**

The employee's financial promotion shall be at the rate of 10% of the basic salary, according to the following conditions:

- a- There is no non-supervisory vacancy for which the employee can be promoted to.
- b- Two years have elapsed in the sub-grade higher than the main grade occupied by the employee.
- c- They shall have obtained a performance evaluation of no less than (very good) for the last performance report submitted for them.

### **Article (53) Effective date of job promotion**

1. The promoted employee shall be granted all the financial allowances specified for the job grade to which they were promoted, as of the date of issuance of the promotion decision.
2. As an exception to Clause (1) of this Article, the promotion may be returned retroactively to the date the promotion conditions are met in one of the following cases:
  - a. As of the date of approving the minutes of the Human Resources Committee by the chairman of the Government Authority, and not exceeding two months in the case of job promotion.
  - b. Once the employee fulfils the financial promotion.
  - c. If the financial allocation for the job is not available when the employee is entitled to promotion according to the following controls:
    - If the employee has obtained an (excellent) rating in the last two performance reports submitted on them.
    - The return of the promotion shall be with a retroactive effect for a maximum of six months.
    - The necessary funds for promotion shall be available in the same fiscal year in which the promotion decision was issued and may not be returned for a previous fiscal year.

- The delay in consideration of promotion should not be a result of their criminal trial for a felony or misdemeanour involving breach of honour or trust, or the imposition of a disciplinary penalty on them.

## **Article (54) Promotion Impediments**

An employee may not be considered for promotion in the following cases:

1. During their study leave.
2. If they have been subjected to a disciplinary penalty and the period specified for writing it off has not expired, or a decision has not been issued to write off the penalty in accordance with what is stipulated in these regulations.
3. An employee brought to criminal trial for a felony or misdemeanour breaching honour or trust, until the end of their trial.
4. If they are a retired military.

## **Article (55) Modification of Status**

I. General Provisions:

Modification the status of an employee who obtained a higher qualification during their service in the Government Authority shall be as follows: -

1. The extent to which the educational qualification of the employee matches their work and matches the needs of the Government Authority.
2. The prior approval of the Government Authority in case the employee desires to obtain a higher qualification after joining the job.

II. General Controls: -

The Government Authority shall abide by the following controls when modifying the employee's status:

1. The target job shall be according to the job conditions in terms of the required qualification, up to the fourth degree.

2. The employee shall have completed at least one year of service.
3. The employee whose status has been modified may not be promoted except after the minimum period for staying in the job grade has lapsed.
4. Meeting other promotion conditions mentioned in these regulations.

Three: Cases of modifying employee status:

1. The employment status of an employee who obtained a qualification may be modified prior to his appointment, provided that they adhere to the minimum requirements for filling the position.
2. If the employee has completed their studies based on the approval of their employer and as previously agreed upon in writing, the Government Authority shall amend their job grade by selecting the job that matches their qualification.
3. If the employee has completed their studies without the approval of their employer and the qualification of the employee corresponds to the needs of the Government Authority and the nature of its work, the Government Authority may modify their status according to what the work interest requires, and in accordance with the following controls:
  - a. The employee shall have priority in filling the vacant positions if they fulfil the conditions required for filling them.
  - b. The modification of the employee's status shall be by transferring them to a vacant position.

## **Chapter IX**

### **Transfer, Loan and Secondment**

## **Article (56) General Policy**

1. The objective of the transfer, loan or secondment shall be to achieve the public interest.
2. The Government Authority may carry out the transfer, loan or secondment based on a request from the employee or the requesting authority, in accordance with what is stipulated in this regulation.
3. The job to which the employee is transferred or loaned shall be vacant and approved within the organizational structure.
4. The transferred or loaned employee shall fulfil the main conditions and requirements for the position they are transferred or loaned to in terms of their academic qualifications and practical experience, and be able to carry out their duties and responsibilities.
5. The process of transferring one or more employees can take place in accordance with plans for restructuring and redistribution of human resources.
6. An employee may not be transferred, loaned, or seconded outside the Government Authority during the probation period.
7. An employee may not be transferred or loaned to a job whose grade is lower than that of their original job.
8. The Government Authority shall ensure avoiding affecting its tasks in carrying out its work in accordance with its plans and programs when carrying out transfers, loan or secondment.
9. The Government Authority shall inform the employee of the renewal or expiration of their secondment or loan period, well in advance of issuing the decision.
10. The Government Authority shall carry out the loan or secondment process in accordance with the agreement forms issued by the Authority.

## **Article (57) Internal Transfer**

Transfer within the Government Authority shall be as follows:

1. By virtue of a decision of the chairman of the Government Authority upon the recommendation of the Human Resources Committee, the employee may be transferred from their job to another vacant job equivalent to their sub-grade.
2. The transferred employee shall have the desire to work and occupy the position to which they are transferred, whenever possible, and work to achieve compatibility between the employee's desire and the requirements and interest of the work.
3. In the event of permanent partial incapacity to perform the job occupied by the employee based on the report of the Medical Committee, the employee shall be transferred to another job appropriate to their capabilities, with the same grade and total salary.

## **Article (58) External Transfer**

Transfer outside the Government Authority shall be as follows:

1. An employee may be transferred to any other local or federal government authority, according to the requirements of the work interest, or based on a written request from the concerned employee.
2. The issue of transfer shall be submitted to the human resources committees of the two authorities for study and issuance of a recommendation for transfer to the chairmen of the two government authorities in preparation for obtaining their approval, and the Authority shall be notified of the transfer decision.
3. The transferred employee shall be entitled to their salary and all benefits from the authority to which they are transferred as of the date they start work therein. As of this date, the payment of their salary and all benefits from the authority from which they are transferred shall cease, and that date shall be considered the date of transfer.

4. The transfer of the employee shall be without prejudice to their acquired rights, and their basic and total salary in the job they are transferred to shall not be less than what they were earning in the job they were transferred from, unless the transfer is at their request.
5. The employee shall occupy a job that is equivalent to and not less than the job grade they used to occupy, provided that this is done by equalizing that grade in accordance with the matching system approved by the Authority.
6. An employee may be transferred from the job they occupy to a vacant job in another government authority that is equivalent to their job grade, or one job grade higher, provided that they fulfil the period decided to stay in the current job grade from which they were transferred, and provided that they fulfil the conditions for occupying the job they are transferred to. In this case they shall receive the salary of the grade they were transferred to or their total salary that they were receiving from the authority they were transferred from, whichever is higher.
7. An employee may be transferred to any other government authority with their job grade and financial allocations. In the event that the employee is transferred during the fiscal year, their salaries and financial allocations shall continue to be paid from the authority from which they are transferred, until the end of the fiscal year, provided that the financial allocations are added to the budget of the authority to which they are transferred, by deduction from the authority from which they are transferred in the budget for the fiscal year following the transfer.
8. The employee's service is considered continuous upon transfer, and the employment contract shall be considered continuous with regard to their service period and entitlements, as if it had been initially concluded between the employee and the authority to which they are transferred. The name of the authority to which the employee is transferred in the contract shall automatically replace the name of the authority from which the employee is transferred.

## **Article (59) Loan**

1. The employee may be loaned to carry out the tasks of another vacant job or due to the absence of its occupant, provided that the job grade to which they are loaned is equivalent to that of the loaned employee or one job grade higher, and the loan may be in addition to the original work.
2. An employee may not be loaned if they have obtained a (poor) evaluation score for the year preceding the loan.
3. The decision to loan the employee shall be issued by the chairman of the Government Authority based on the recommendation of the Human Resources Committee. If the loan is between two government authorities, the approval of the chairmen of both authorities shall be obtained, provided that the authority is notified of that.
4. The loan shall be temporary for a period not exceeding one year, renewable for another year only, and the loan may be terminated at any time before the end of its term.
5. The working conditions in the original job shall allow for loan.
6. An employee may not be loaned to perform more than one job, in addition to their original work.
7. The original employer shall bear the total salary of the loaned employee if the loan is between two government authorities, and it shall continue to pay contributions to the retirement fund for the national employee in accordance with the legislation in force in this regard.
8. The Authority shall issue the amount of loan allowance and the rules for granting it.
9. The loaned employee is subject to the rules in force in their original employer regarding promotion and termination of service, otherwise the rules in force in the authority to which they are loaned shall be applied.

## **Article (60) Secondment**

1. By virtue of a decision of the chairman of the Government Authority upon the recommendation of the Human Resources Committee, the employee may be seconded to local government authorities and to public or private legal persons in the Emirate, provided that the Authority is notified of this.

2. The authority to which the employee is seconded shall bear the total salary and allowances of the seconded employee, including the cost of their retirement contributions, which their original employer continues to pay to the retirement fund. They shall also receive their leaves and other entitlements from it, as of the date of the start of the secondment until the end date.
3. The secondment period is included in the entitlement to the annual reward and promotion, and the secondment shall be for a period of one year, subject to renewal. The secondment may be terminated before the end of its period, and the other concerned parties shall be notified well in advance of the end date.
4. By virtue of a decision of the Executive Council upon the Authority's recommendation, the employee may be seconded to federal government authorities, to local governments in other Emirates, to public or private legal persons in the country, and to Arab, foreign, international and regional governments, bodies and organizations.
5. By virtue of a decision of the Executive Council upon the Authority's recommendation, the government may bear the total salary of the seconded employee during their secondment period.
6. In the event that the employee is seconded outside the country, they shall receive their total salary from their employer, in addition to any financial allowances they receive from the authority to which they are seconded. Those allowances they receive from the authority to which they are seconded are not considered an acquired right for the employee, and their disbursement shall end upon the termination of their secondment.
7. The job of the seconded employee may be filled by a decision of the authority concerned with appointment therein, and upon the return of the seconded employee, they shall occupy their original job if it is vacant, occupy any vacant job of the type and degree of their job, or remain in their original job in a personal capacity, provided that a job is created for them in the first next budget.



8. The seconded employee may be promoted in the original government authority during the secondment period, in accordance with the provisions stipulated in this regulation.
9. A seconded employee shall be subject to all policies and procedures applicable in the entity to which they are seconded, and it has the right to take all disciplinary measures against the employee, except those related to termination of service, which is the responsibility of their original employer.

## **Chapter Ten**

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

#### **Article (61) General Policy**

1. The days and number of official working hours for the government and any amendments thereto shall be determined by a decision of the Executive Council based on the Authority's recommendation.
2. The government entity may submit a request to the Authority to change the days and number of official working hours proportionally to the nature of work and their need of the work. The Authority shall study the request and submit its recommendation to the Executive Council for approval.
3. The government entity shall announce by appropriate means its official working days and hours.
4. Subject to the provisions of these Regulations, the official working hours per day for the employee shall not be less than half of the specified working hours.

#### **Article (62) Flexible Working System**

The government entity may allow its employees to work with flexible hours in line with the nature of the work, provided that the number of daily working hours for the employee is not less than the official working hours.

#### **Article (63) Remote Working System**

1. The remote working system is based on the principle of performing work and carrying out job duties for the employee from outside the workplace at the government entity, provided that the employee keeps their direct supervisor updated on their progress in work, achievements and findings, as determined by the government entity in this regard, according to the following controls:
  - a. The employee's job level should be below the supervisory level.
  - b. The employee must have spent at least 6 months in the same job.
  - c. The nature of the work can be performed through means of communication and information technology.
  - d. The time of remote work may be outside the approved working hours in the entity, provided that the working hours are determined according to the circumstances and nature of the work need, taking into account other provisions related to working times.
  - e. An employee working remotely may not authorize others to perform their work.
  - f. The nature of the employee's work should involve direct dealing with clients.
  - g. The application of this system shall not affect the progress and regularity of work in the government entity.
2. The government entity shall determine the framework of coordination with the employee working remotely, and the manner that ensures that the employee submits all work completion reports in accordance with their job duties.
3. The government entity must provide effective means of communication with its employees working remotely, and any other commitments that guarantee the quality of work and productivity.
4. The government entity may allow any of its current or new employees to perform their work remotely, at the request of the employee or if offered by the government entity, whether permanently or temporarily, provided that the controls stipulated in these Regulations are met.

5. The government entity may ask the employee working remotely to attend the workplace whenever required by the work conditions.
6. The government entity wishing to implement the remote working system shall establish its management system and the Procedural Guide that explains and defines the mechanisms and controls for implementing the remote working system, the relevant KPIs, and the percentage of the number of employees who will be working remotely if approved by the Authority.

### **Article (64) Shift System**

1. The government entity may apply the shift system to all or some positions or organizational divisions within its structure, according to its work needs, nature of work tasks, and in a manner consistent with the provision of its services and the exercise of its activities, provided that no contradiction is made to the decisions issued in this regard and that the total working hours do not exceed 48 hours per week.
2. The government entity may apply a system of one, two, or three shift(s) per day, according to the conditions and requirements of the work required. It shall determine schedules of working days and hours for employees working in shifts.
3. The government entity shall notify the Authority of the shift system in force and the reasons for applying it.

### **Article (65) Absence by Permission Hours**

1. The employee may be absent for certain hours during official working hours once approved by their direct supervisor, if the employee had personal reasons justifying their absence.
2. The absence by permission hours shall not exceed eight hours per month.
3. The daily absence hours by permission shall not exceed half of the daily working hours.

### **Article (66) Overtime**

1. **Compensation for work on official holidays:**

- a. The direct manager may ask the employee to work on an official holiday, according to the work requirements and needs, for a maximum of 8 hours per day.
- b. The employee assigned to work on official holidays shall be granted days equal to the number of days during which they worked. If the employee worked less than a full day during the official holiday, it shall be considered a full day. These days shall be added to their periodic leave with the approval of the direct manager / senior manager, provided that their position is not lower than a department manager.
- c. If an official holiday falls on official work duty days, the employee shall be granted a number of days equal to the number of days they work during the holiday as part of the official work duty.
- d. If the working day of shift employees coincides with an official holiday - except for the weekend - the employee shall be granted a compensatory periodic leave of equal days to be added to their allowed periodic leave.

## **2. Compensation for overtime:**

The direct manager may require the employee to work outside official working hours according to the following conditions:

- a. Overtime work assignment shall be issued in writing by the Director of the Department or their representative, including the nature of the work to be performed by the employee and the number of working required for the completion of the assignment.
- b. The assigned overtime shall meet the actual work needs and requirements.

## **Article (67) Official Holidays**

1. The Authority shall announce the occasions considered a holiday for government entities, provided that the announcement specifies the dates and number of official holidays, in a manner that takes into account the nature of the work of government entities required to work around the clock.

2. The government entity that is required, by nature, to ensure the continuation of its work during official holidays shall determine its working times and hours according to their work requirements.
3. The government entity may not transfer the official holiday or compensate for the holiday if it coincides with a weekly holiday or any other official holiday, except by virtue of a decision issued by the Executive Council.

## **Article (68) Controls of Commitment to Official Working Hours**

1. The government entity shall establish an internal regulation that defines the controls of workplace attendance and departure, and proof of attendance and departure, in accordance with the nature of its work and requirements.
2. The employee shall commit to attending and leaving work at the specified working hours as announced by the government entity, and shall carry out their job duties during official working hours.
3. In the event of an emergency preventing the employee from attending and leaving during official working hours, they shall inform their direct manager thereof, and the employee may not leave work unless a permission is granted by their direct manager.

## **Article (69)**

The government entity shall set the necessary systems, controls, and procedures, to ensure flexible attendance and departure systems for employees in bad weather, according to the following explanatory guidelines:

1. Developing appropriate internal systems, controls and procedures to ensure the safety of employees and maintain business continuity.
2. Meeting the occupational safety and health requirements and human resources requirements internally to support the application of the systems and procedures proposed in this regard.
3. Coordinating with the concerned authorities to identify bad weather conditions that may require alerting employees.

4. Communicating with employees in bad weather using the most appropriate means of communication.
5. Spreading awareness among employees of the importance of avoiding being on the roads in bad weather and poor visibility.
6. Giving priority to employees using external roads.

## **Chapter Eleven**

### **Leaves**

#### **Article (70) General Policy**

1. All types of holidays shall be calculated on the basis of Calendar days, including the weekends and official holidays during which they fall, unless otherwise specified in these Regulations.
2. Leaves include: periodic (annual) leave, sick leave, work injury leave, study leave, sabbatical leave, maternity leave, paternity leave, bereavement/mourning leave, Iddah leave, pilgrimage leave, patient accompaniment leave, and unpaid leave.
3. The employee's period of service shall be considered continuous even if they take prescribed and authorized leaves. The leave period shall be counted within their service period.
4. It is not permissible for the employee to be absent from work except within the limits of the leaves granted thereto. Employees shall resume their work after their leave ends, otherwise they will be considered as absent from work and the relevant provisions in these Regulations shall be applied in this regard.
5. An employee who has been absent from work shall not be entitled to any of the types of leaves prescribed in these Regulations for the period of their absence.

6. The government entity may grant the employee continuous multiple leaves in accordance with the provisions and controls specified in these Regulations.

## **Article (71) Periodic (Annual) Leave**

1. The employee shall be entitled to a periodic leave that will be granted to them at their request. An employee shall be authorized to take a leave once approved by their direct manager within a period not exceeding seven working days from the date of submitting the application, otherwise the requested leave shall be considered approved.
2. An employee shall only be authorized to take periodic leave after successfully passing the probationary period. The head of the government entity may make an exception to this condition if required by the employee's circumstances, provided that the probationary period is extended by the number of days of leave granted to such employee.
3. The employee shall be entitled to a periodic annual leave with a total salary according to the following periods:
  1. 30 working days per year for officials holding Grade 5 positions and above.
  2. 22 working days per year for officials holding Grade 6 positions and less.
4. In case the employee was promoted, their annual entitlement from their periodic leave shall be modified as of the effective date of the promotion.
5. The employee may request advance payment of the total salary for the periodic leave period, provided that its duration is not less than (15) working days, and that the total salary paid in advance is within the limits of end-of-service benefits.

## **Article (72)**

The employee shall not be entitled to an annual leave balance for the following periods:

- 1- The duration of the study leave.
- 2- The duration of the employee's absence from work.

- 3- The duration of the employee's imprisonment in implementation of a judicial ruling issued against them, in cases where termination of service is not legally decided.
- 4- For the period spent by the employee on an authorized leave, whether with or without salary, if the duration of continuous leaves exceeds two months in one year.
- 5- The employee's service period during the probationary period, if it was decided at the end of such period that the employee is not a good fit for the position.
- 6- The period during which the employee continues to work at the government entity after the end of their service.

## **Article (73)**

1. An employee may take their periodic leave once or divide it into several short leaves during the year according to the leave plan and the employee's special circumstances.
2. If the employee's period of service is less than twelve months during the year, they will be entitled to a periodic leave for part of the year in proportion to their service period in that year.
3. With the exception of the employee joining the National and Reserves Service, the employee shall exhaust their periodic leave in the same year of entitlement, or at least half of their leave balance. If work conditions do not allow that, they shall be authorized to take the rest of the leave in the following year.
4. An employee may not be prevented from taking their periodic leave for two consecutive years, unless required by work conditions, subject to the approval of the head of the government entity.
5. The government entity may grant the employee their full leave balance at the beginning of the year after the end of their first year in service. If the employee does not complete one year of service for which the leave is granted, the leave will be deducted from their end-of-service benefits.
6. Coordination shall take place between employees and their direct manager when setting annual leave programs in line with work conditions, ensuring their continuous work without interruption or



disruption throughout the year, and ensuring that backups are available to cover the employee's work during their leave period.

## **Article (74)**

1. The employee may be summoned to work during their periodic leave, requiring the employee to interrupt their leave and return to work if required by the work needs. In this case, the employee shall be compensated with days equal to the number of days of unused periodic leave. Such days shall be added to the balance of their annual leave entitlement, and the employee shall be compensated for the costs incurred according to the supporting documents deemed acceptable by the government entity.
2. The employee may request to cut off their periodic leave and return to work. The number of unused periodic leave days shall be added to the balance of their annual entitlement.

## **Article (75)**

1. The employee shall take their periodic leave during the year in which the leave is due. If this was not possible due to work conditions, their annual entitlement of periodic leave may be carried over by a decision of the head of the government entity.
2. In all cases, and other than the employee's entitlement from the periodic leave for the current year, the cumulative periodic leave balance carried over at any time shall not exceed the entitlement of two years, according to their current job grade.

## **Article (76)**

1. The employee may request payment in cash for all or part of their accrued unused leave carried over from the previous Calendar years at any time.
2. The payment in cash for the periodic leave shall be paid automatically, without a request from the concerned employee, for the number of days exceeding the entitlement of two years.
3. Upon termination of service for any reason whatsoever, the employee shall be entitled to receive a payment in cash for the balance of periodic leave due to such employee if they were unused prior to the

date of termination of service, including their cumulative balance of leaves from previous years, in accordance with the provisions of these Regulations.

4. The cash allowance for periodic leave shall be calculated as the equivalent of the employee's salary for one day on the date of disbursement, at the rate of (7) Calendar days for every (5) working days of the periodic leave balance.

## **Article (77)**

Workers in schools and institutes affiliated with the government and the like shall be entitled to periodic leave during the school holidays in accordance with the controls established in this regard by the competent authorities.

## **Article (78) Sick Leave**

1. The employee shall be entitled, with the approval of their direct manager, to a sick leave, provided that the period of such leave does not exceed two consecutive days and individually, and is not more than (10) days per year unless a medical certificate was submitted. If the employee submits an approved medical certificate for this leave, it shall be considered a sick leave without counting it within the ten-day period, and Clause (2) of this Article shall apply in this case.
2. The authorization for sick leave shall be based on a certificate issued by a physician and approved by the competent health authority if the period is between (3) to (7) consecutive days at one time.

## **Article (79)**

1. The authorization of sick leave shall be based on a medical report approved by the medical committee if the period of sick leave exceeds seven consecutive days at one time or if the total number of sick leaves during the year exceeds twenty-one days.

2. In the event that the medical committee does not approve the sick leave, this leave will be deducted from the employee's periodic leave balance or from their total salary if they did not have any leave balance.
3. If the employee's sick leave exceeds (6) months per year, the government entity shall refer them to the medical committee concerned with retirement to determine their fitness for work, provided that this is done every (6) months.
4. In all cases in which the national employee is proven to be medically unfit as a result of illness, they shall be referred to the medical committee concerned with retirement in the Emirate to consider either their return to work or termination of their service for medical unfitness.
5. The employee shall report their illness within the first two days of their leave, unless there is a compelling excuse preventing them from doing so.
6. The maximum sick leave is calculated at one time or during the year according to the working days. Weekends and official holidays are not compensated for by other days if they occur during the sick leave.

## **Article (80)**

1. The employee's working hours are reduced for health reasons based on the recommendation of the medical committee, provided that the number of reduced hours does not exceed two hours of daily working hours. Such reduced hours shall be considered part of the official working hours, even if the official working hours are reduced in the month of Ramadan.
2. The government entity shall coordinate with the medical committee in this case to review the employee's medical condition every three months and prepare a detailed medical report on their medical condition.

## **Article (81)**

If an employee is infected with a contagious disease that does not prevent them from performing their job or if they were required to come into contact with a patient with a contagious disease and the medical committee decides to prevent them from performing their job, such employee shall be authorized not to work during the period decided by the medical committee. This period shall not be deducted from their sick leave entitlement and they should receive their total salary during it. The medical committee and the employee shall notify the government entity for which the employee works that the employee is not allowed to perform their job.

## **Article (82) Work Injury Leave**

1. 1. In the application of the provisions of these Regulations, “work injury” means any injury that occurs as a result of an accident that occurred during the performance of work or because of such accident, or an occupational disease determined by the competent medical committee. Any accident/incident that occurs while the employee is commuting to and from work using ordinary means shall be considered a work injury, in accordance with occupational health and safety procedures.
2. If the illness is a result of a work injury, the sick leave shall be for a continuous period not exceeding twelve months with an entitlement to receive a gross salary, based on the report of the competent medical committee.
3. If the duration of the illness resulting from a work injury exceeds twelve consecutive months, the employee shall be referred to the medical committee to decide on extending the sick leave related while receiving total salary for the period it deems appropriate, or to recommend that such employee is unfit for work, as the case may be. The government entity may also, if the abovementioned leave period was exceeded, to refer the national employee to the medical committee concerned with retirement in the Emirate to take the appropriate decision in this regard if the employee’s injury prevents them from completing their period of service.

## **Article (83) Study Leave**

1. The plans of government entities include their estimates of study leaves, according to future needs and goals, human resource plans and job replacement in the government entity, provided that the equivalent jobs and grades of those expected to be granted study leaves are included in the job budget of those entities.
2. The head of the government entity may, based on the recommendation of the Human Resources Committee, authorize the national employee to take a study leave with total salary for the prescribed period of study within the limits of the approved annual budget, in coordination with the authorities concerned with authorizing study leaves.
3. 3. The decided study period includes any periods prescribed for the necessary preliminary studies, including the period of study of the foreign language if studying will take place in a foreign country, provided that it does not exceed one year. The study leave may be extended if required by the study reports received from the employee.
4. After graduation, the employee shall be required to work for the government for a period equivalent to the study period.

## **Article (84)**

1. The study leave shall be considered an actual period of service for the employee. As such, it shall be included in their end of service benefits or retirement pension entitlement, as the case may be. The employee shall be subject to the laws and procedures in force with regard to periodic leaves and others in the educational institution throughout the period of the study leave.
2. The employee shall start their work within (5) working days from the end of their study leave if their studies took place inside the country, and within a period of (15) working days at most if their studies

took place abroad, otherwise they shall be considered as discontinued from work and shall be subject to the provisions related to discontinuation of work provided for by law and in these Regulations.

3. An employee may be granted a leave with total salary for a period not exceeding one month before starting their studies abroad.

## **Article (85)**

Conditions for granting study leave:

1. The employee should have spent at least three years working for the government entity from the date of appointment, with the exception of those whose studies are among the rare or important specializations that meet the needs of the government entity.
2. The employee should have received a performance evaluation of at least “very good” in the last annual performance report.
3. The employee should have obtained academic approval from a recognized educational institution.
4. The nature of the study and specialization should be consistent with the employee's career path and the nature of work performed in the government entity.
5. An approved budget should be available to cover the employee's total salary costs during the study leave period.
6. Any other requirements specified by the authorities concerned with authorizing study leaves.

## **Article (86)**

The study leave shall end in any of the following cases:

1. The reasons specified by the authorities concerned with authorizing study leaves.
2. If required by the need for work or the public interest. In all cases, coordination shall be made between the employee's employer and the authorities concerned with authorizing study leaves.

## **Article (87)**

1. A national employee may be granted a short study permit for two hours per day to attend lectures, seminars or scientific discussions in any accredited study program until the end of such program. This permission shall not be required if the official working hours do not conflict with the study hours.
2. The head of the government entity may grant the citizen employee who attends regular evening studies within the country in a recognized university or college, a leave with a gross salary to perform the semester and annual exams and debate postgraduate theses, provided that the duration of leave is determined according to the actual days of the exams. This shall not apply to the monthly exams or any admission exams, registration or discussion of study projects during the semester.
3. The national employee may be granted additional leave prior to the commencement of the exams referred to in the previous clause by a period not exceeding one day if the exams are performed within the country and not exceeding three days if the exams are performed abroad, provided that the total leave does not exceed (15) days per year, without including the actual exam days.
4. Subject to the provisions of the above clauses, granting the employee absence hours by permission (permission hours) to participate in lectures, seminars, exams or scientific discussions shall be according to the needs of the government entity and shall be relevant to its work and specialization.

## **Article (88) Sabbatical Leave**

1. The head of the government entity may authorize the national employee to take a sabbatical leave with entitlement to a total salary - at the request of the requesting entity – in order to conduct research, studies, voluntary work, or tasks and works in any of the fields of culture, arts, exhibitions, literature, science, and sports, even if they are not related to the work of the government entity. This authorization does not require the employee to obtain an educational or training qualification, provided that the Authority is notified thereof.

2. It is required that the works to be accomplished aim at achieving public interest, community service, or national excellence, and that the employee possesses the skills, competencies, and experience required to accomplish them.
3. The authorization for this leave shall be for a period not exceeding one month per year. This leave may be extended by one month each time.
4. The leave period shall be included within the employee's service period. The employee may obtain any rewards or incentives offered to them by the other entity.
5. The requesting entity shall, at the end of the leave, submit a report to the employee's employer showing the employee's accomplishments during that period and the level of efficiency of their performance of the tasks assigned thereto.
6. An employee shall not be authorized to take a sabbatical leave, except after successfully passing the probationary period, unless the sabbatical is for the purpose of representing the country.
7. The employee shall obtain their periodic and sick leave from the requesting entity - during the sabbatical leave period - according to the applicable laws of such entity.

## **Article (89) Maternity Leave**

1. The female employee shall be granted maternity leave with total salary for a period of three months based on a certificate issued by a doctor and approved by the competent health authority.
2. The employee's service during maternity leave shall be considered continuous. Therefore, it shall be included in her entitlement to the end-of-service benefits or retirement pension, as the case may be.
3. The period of maternity leave shall be calculated on the basis of Calendar days. The weekly and official holidays occurring during such leave shall be considered a part of the leave.
4. The maternity leave shall not be considered part of the sick leave, as it is considered separately.



5. Subject to the provisions of these Regulations, any non-exhausted maternity leave period shall not be considered an acquired right for the female employee. As such, such employee shall not ask to carry it out to the next year, postpone it or ask for a cash allowance in lieu thereof.

### **Article (90)**

A breastfeeding employee shall be entitled to two hours of daily leave (if she desired), after the end of the maternity leave and for a period of one year from the date of delivery to take care of her new-born. These departure hours are considered part of the official working hours, even if the official working hours are reduced in the month of Ramadan.

### **Article (91) Paternity Leave**

An employee who gives has a new-born shall be granted paternity leave with a total salary for a period of three consecutive or intermittent working days during the first six months of the birth of his child.

### **Article (92) Bereavement/Mourning Leave**

1. The employee shall report the death according to their circumstances, provided that they submit acceptable proof after returning from leave.
2. This leave shall not apply to the Muslim female employee whose husband has passed away, as she shall be subject to the provisions of the Iddah period leave.
3. The employee shall be granted a mourning leave as follows:
  - a. For a period of (5) working days in the event of the death of his spouse, an ascendant, descendant, relative or in-law of the first degree.
  - b. For a period of (3) working days for second degree relatives.
  - c. For a period of one working day for third degree relatives.

### **Article (93)**

The mourning leave shall be calculated according to the following:

1. Starting from the date of burial of the deceased inside the country.

2. Within a month from the date of death, if the deceased was buried abroad.

## **Article (94) Iddah Leave**

1. A Muslim female employee whose husband dies shall be granted a paid Iddah leave of four months and ten days from the date of the husband's death.
2. The female employee shall report the death according to her circumstances, provided that she submits acceptable evidence.

## **Article (95) Hajj Leave**

1. A Muslim employee shall be granted a Hajj leave with a total salary to perform the Hajj pilgrimage once during their service in the government.
2. The Hajj leave shall be authorized for a period of (15) working days.
3. This leave shall be counted within the employee's service period and granting it does not affect their annual periodic leave entitlement.
4. If the employee decided not to take a Hajj leave, such leave shall not be considered an acquired right for them, and shall not be included in calculating the accrual periodic leave balance at the end of their service.
5. Upon their return, the employee shall submit documents proving his performance of the Hajj during the leave period.
6. The total salary of the employee for this leave may be paid in advance at their request, provided that the request is made (15) days before the start date of their leave.

## **Article (96) Patient Accompaniment Leave**

The head of the government entity, based on the recommendation of the Human Resources Committee, shall grant the employee leave to accompany any of the following persons to receive treatment inside the country or abroad: their spouse, a first-degree or second-degree relative, a dependent, or other persons as decided in a ruling issued by a competent court regardless of the degree of kinship.

## Article (97)

During the patient accompaniment leave, the following shall apply:

1. Payment of total salary for a period not exceeding two months in one calendar year.
2. Possibility of extending the paid leave for a month.
3. Possibility of extending the patient accompaniment leave for longer periods without pay, by two months each time, if required by the circumstances, provided that documents supporting entitlement are submitted.

## Article (98)

1. As a condition to granting a patient accompaniment leave within the country, the patient should be staying in the hospital - with the exception of a patient with a disability - and a document should be submitted proving that the employee is accompanying the patient during the treatment period, with a maximum number of (2) companions per case, in accordance with the controls set by the Department of Health.
2. In order to grant a patient accompaniment leave outside the country, a letter shall be provided by the entity responsible for the treatment or the health attaché of the country's embassy in the country of treatment, proving that the employee accompanied the patient during the treatment period.

## Article (99)

An accompaniment leave may be granted to the wife or husband to take care of the children, one of whom is less than ten years old, in one of the following two cases:

1. When a parent is absent to attend a course, an official mission, or treatment abroad.
2. When a parent is absent to attend a course or an official mission or for treatment within the country, provided that the location of the training course or official mission is more than one

hundred kilometres away from the employee's permanent workplace. This does not apply to the parent attending a national or reserve service course.

## **Article (100) Unpaid Leave**

1. By a decision of the head of the government entity based on the recommendation of the Human Resources Committee, the husband or wife may be granted unpaid leave if either of them is authorized to travel abroad by their employer, provided that this leave does not exceed the period of stay of the authorized spouse abroad.
2. The head of the government entity, based on the recommendation of the Human Resources Committee, may grant the employee an unpaid leave in addition to the periodic leaves to which they are entitled for a period of one month per year, if the employee had serious reasons that require granting them this leave.
3. The employee's period of service shall be considered continuous during the periods of unpaid leave, and shall be included in the end-of-service benefits or retirement pension, provided that the employee pays retirement fund contributions in accordance with the legislation in force in this regard.
4. The weekly and official holidays occurring during the period of the unpaid leave shall be considered part of the leave.

## **Article (101) Absence from Work**

1. An employee who is absent from work or does not return to work immediately after the end of their leave for a period not exceeding (15) days shall not receive their total salary for the days of absence. If the employee presents an acceptable excuse, the period of absence shall be deducted from the balance of their periodic leave or it shall be calculated as an unpaid leave. If the employee does not provide an acceptable excuse and justification for their absence, the government entity shall apply the disciplinary measures provided for in the law and these Regulations.

2. Unless they present acceptable reasons justifying their absence, the employee shall be considered to have submitted their resignation if they stay absent from work or do not return to it immediately after the end of their leave for a period exceeding (15) consecutive days. The date of resignation shall be calculated from the day following their absence from work or following the end of their leave, as the case may be.
3. The periods of absence from work shall not be included in the employee's service period when calculating the end-of-service benefits or retirement pension. In this case, the employee shall not be entitled to any leave or other entitlements prescribed by law.

### **Article (102)**

The head of the government entity may not consider the employee de facto resigned if they prove that acceptable reasons justify their absence from work, in accordance with the following controls:

1. The employee submits reasons and justifications for their absence from work, supported by documents.
2. The employee submits a request to the government entity within one month from the date of their knowledge of the decision to terminate their service.

## **Administrative Measures**

### **Article (103) General Policy**

1. The government entity shall adopt an Administrative Measures Procedures Manual in line with its nature and activity to ensure proper implementation of the provisions of these Regulations, and shall notify the Authority thereof.
2. The direct supervisor may take any administrative measures against the employee who commits any unacceptable behaviour.
3. The direct supervisor shall notify the employee of the administrative measure taken against them. If the employee refuses to acknowledge based on the form dedicated for this purpose and refuses to implement the administrative measure, this shall be considered a violation for which disciplinary action must be taken.
4. Abuse of the authority entrusted to take administrative measures shall be considered inconsistent with the required behaviour and applicable regulations, and shall be considered an administrative violation requiring the imposition of an administrative penalty in accordance with the law and these Regulations.
5. The administrative measure shall not have any impact when considering granting any of the employee's rights provided for by the law and these Regulations.
6. Taking any administrative measure against the undisciplined employee shall not in any way prejudice the right to follow the appropriate disciplinary procedures and does not replace such procedures.

### **Article (104) Types of Administrative Measures**

1. Warning and reprimanding: by warning the employee verbally and instructing them not to repeat such behaviour.
2. Withdrawal from a work/project: by withdrawing an employee from a work/project management, or preventing them from being involved in such project.

3. Non-representation of the government entity: which is by preventing the employee from representing or continuing to represent the government entity in meetings, forums, delegations or official assignments for a period not exceeding three months.

### **Article (105)**

1. The direct supervisor may take administrative measures against the violating employee within the next day, at most, after becoming aware of the unacceptable behaviour.
2. With the exception of warning and reprimanding, the administrative measure taken against the employee shall be recorded. The employee shall be notified of such measures in writing within a period not exceeding (5) working days from the date on which the measures were taken. The employee shall undertake to follow and abide by such measures.
3. The direct supervisor shall take administrative measures against the employee who violates their job obligations and duties, or the rules and ethics of work and job behaviour.

## **Chapter Thirteen**

### **Job Violations and Disciplinary Penalties**

#### **Article (106) General Policy**

1. Every employee who violates the obligations provided for by law or relevant legislation, goes beyond the limits of their job requirements, or does not adhere to the rules and ethics of work and job behaviour, shall be disciplined in accordance with the provisions of these Regulations and the relevant rules, without prejudice to civil or penal liability when appropriate.
2. The penalty shall be imposed on the violating employee according to the Table of Offenses and Disciplinary Penalties attached to these Regulations.
3. No penalty shall be imposed on the employee unless a written investigation is conducted with them first, in which their statements are heard in a way that allows them to defend themselves. The decision to impose the penalty shall be justified.

4. If the employee commits any of the acts mentioned in the Table of Offenses and Disciplinary Penalties, they shall be subject to the appropriate disciplinary penalty for the violation, without prejudice to civil or penal liability in accordance with the provisions of the relevant legislation in force.
5. The authority with the competency to impose the penalty may exercise its discretion in determining which penalties, as prescribed in these Regulations, should be imposed on the violating employee if they commit any violation that is not specified in the Table of Offenses and Disciplinary Penalties.
6. The employee shall not be exempted from the disciplinary penalty, unless it is proved that their commission of the job-related violation was in implementation of a written order issued by their manager despite alerting their manager of the violation in writing, in which case the person who issued the order shall be held responsible.
7. The government entity or the Disciplinary Board, as the case may be, shall inform the competent criminal authorities if they become aware that the violation committed by the employee involves a criminal offense.

## **Article (107)**

When applying the provisions of job violations and penalties, the government entity shall adhere to the following principles:

1. The application of the provisions is fair, ensuring that all facts are carefully examined, taking into account the circumstances of each individual case as well as the mitigating circumstances.
2. Violations should be recognized in a timely manner, with an attempt to correct them by giving the employee an opportunity to correct their behaviour before resorting to the imposition of disciplinary penalties.

## **Article (108)**

1. When imposing disciplinary penalties, the following considerations shall be taken into account:
  - a. The nature of the employee's work, duties and responsibilities.



- b. The impact of the employee's violating behaviour on the work or other employees of the government entity.
  - c. The circumstances in which the violating behaviour occurred.
  - d. Percentage of employees repeating all kinds of violations.
2. All information and data contained in the investigations, whether about the employee's behaviour or performance, shall be confidential and may only be viewed by the concerned employee and the authorities concerned with administrative and criminal investigations.

## Article (109)

1. The violations including but not limited to those mentioned in the Table of Offenses and Disciplinary Penalties, and as a general principle, the employee's performance or refusal to perform an obligation or imposed work without justified reason, shall be considered a disciplinary violation even if no reference is made thereto in this Table, at the discretion of the investigating authority.
2. Violations for arriving late to work or leaving work early shall be calculated on the basis of one month, without prejudice to the validity periods of the penalty, as applicable.
3. If the employee commits a violation that is not included in the Table of Offenses and Disciplinary Penalties, a penalty shall be imposed on them based on the most similar violation of the same nature.
4. A basic salary deduction imposed on the employee as a penalty shall be calculated based on the basic salary. Such deduction shall be made from the total salary.
5. If the violation is repeated after the expiration of the prescribed validity period from the date of committing the previous violation, it shall be treated as the first violation.
6. If the same violation is repeated during the validity period of the previously imposed penalty, the following penalty shall be imposed, regardless of the maximum limit set for the violation. If the same violation is repeated after the expiration of the prescribed validity period from the date of committing the previous violation, it shall be considered as if it was committed for the first time.

7. If the employee has exhausted all stages of penalties mentioned in the Table of Offenses and Disciplinary Penalties and commits the same violation during the period of validity of the previous penalty, they shall be referred to the Disciplinary Board.
8. When imposing the penalty of dismissal from a job, it is taken into account that it is in line with the level and severity of the violation, taking into account the precedents and the mitigating or aggravating circumstances that accompanied the violation.
9. In cases of intermittent absence without excuse, the disciplinary penalty may be sequentially imposed for each case of absence from work within one year from the date of committing the violations, provided that this is clarified in the decision issued to impose the disciplinary penalty on the employee.

## **Article (110) Penalties that may be imposed on employees**

1. Notice.
2. Written warning.
3. Deduction from the basic salary for a period not exceeding (15) days at a time and not exceeding sixty days during one year.
4. Deprivation of the annual bonus.
5. Suspension from work without a gross salary, except for housing allowance, for a period not exceeding one month.
6. Suspension from work without a gross salary, except for housing allowance, for a period not less than one month and not more than three months.
7. Dismissal from job while preserving the right to a pension or bonus.

## **Article (111) The Authority imposing the penalty**

1. The Head of the Government Authority exercises the following powers:

- a. Imposing one of the penalties stipulated in Clauses (1, 2, 3) of Article (110) of these regulations, and  
he may authorize the employee's Immediate Supervisor or higher officials to impose one of the penalties stipulated in the Schedule of Violations and Disciplinary Penalties appended to these regulations, so that the deduction from the basic salary does not exceed three days.
  - b. Issuing a decision to refer the employee to the Disciplinary Board.
2. The Disciplinary Board exercises the authority to impose penalties mentioned in Clauses (4, 5, 6, 7) stipulated in Article (110) of these regulations on employees.
3. The authority to impose the penalty on the seconded or delegated employee:
  - a. If the seconded or delegated employee commits a violation during the secondment or delegation period, the Authority to which they are seconded or delegated shall be responsible for imposing the penalty.
  - b. The entity to which the employee is seconded or delegated must inform their original Authority of the disciplinary violations and penalties imposed on the employee.

## **Article (112) Investigation of violations**

1. The Human Resources Department is responsible for ascertaining the facts, actions or complaints it receives against the employee that may constitute or result in a job violation, and that require the imposition of a disciplinary penalty. It shall submit its recommendations to the Head of the Government Authority.
2. The Head of the Government Authority may authorize the employee's Immediate Supervisor or higher officials, or form a committee of at least two employees to investigate into the violation attributed to the employee.

## **Article (113) Investigation Procedures of Violations**

1. The investigation commissioner the violating employee may set a date to consider the violation attributed thereto and notify the employee in writing, provided that the following is observed:

- a. Deliver the notice to the employee in person, at their workplace, by e-mail, or by registered mail at his last known address.
- b. The notification shall be made at least three working days prior to the date set for the investigation.
- c. In the event that the employee refuses to receive the notice or does not appear, he shall be re-notified of the same procedure and an appointment shall be set for him to appear, provided that the appointment is served at least one day prior to the date set for the session.
- d. If the employee does not appear after the second notification, the investigation may be disposed of in his absence.
- e. The investigation may be conducted to hear and take statements during the leave period granted to the employee, whereby the employee can be summoned from his leave, when necessary, to conduct or complete the investigation process.

2. Initiating the investigation procedures:

- a. The investigation commissioner shall prepare a comprehensive summary of the content of the violation under investigation after studying and examining it, and shall specify the earliest date for the investigation.
- b. The investigation shall be in writing and in a confidential manner, and all statements shall be recorded in the investigation record.
- c. The investigation deals with any violations that are discovered, even if they are not included in the notification.
- d. The violator must be confronted with what is attributed thereto in an accurate manner, without confusion, ambiguity, or a general description. If they acknowledge what is attributed thereto, the investigation commissioner must prove this by questioning them in detail.
- e. Should the violator deny what is attributed thereto, the investigation commissioner must confront them with evidence, and verify their defence, evidence and defence witnesses.

- f. The employee referred for investigation has the right to take notice of all the investigation papers and to submit documents that support their defence.
- g. The investigation commissioner shall conduct an inspection of the location of the incident and record everything they find precisely in the report or a separate report if necessary.
- h. The investigation commissioner may refer to any other party if the investigation so requires to review the papers or question any person who was unable to appear due to illness or the like.
- i. Hearing witnesses:
  - The investigator may, on their own or at the request of those being interrogated, listen to witnesses, and each of the employees who is called to hear their testimony must take the initiative to do so. If they refuse or fail to appear without an excuse accepted by the investigator, such conduct shall be considered a disciplinary violation.
  - The witness' connection to the employee to whom the violation is attributed must be established.
  - When the witness refuses to sign, this shall be documented in the minutes as well as the reason behind it.
  - If it is not possible to hear one of the witnesses, the investigator may ask them for a memorandum of their information on the facts subject of the investigation. The memorandum shall stipulate, after being endorsed, that it should be considered as well as attached and its content shall be recorded in the investigation record.
- j. The investigator may confront the witnesses with each other or with the employee to whom the violation is attributed, and this shall be established in a note documented in the minutes, provided that he signs each note. In the event of perusal of the records and papers, this must be recorded in the minutes with an adequate summary. It is also possible to include such papers or records or any papers that the investigation requires to be kept.

- k. If the investigation commissioner discovers a suspicion of forgery in one of the papers or one of the records or files which he has taken notice of, a reservation shall be made in this regard until an action is taken throughout the investigation.
- l. An investigation memorandum shall be prepared upon completion of the investigation, including the following:
  - A full statement of the subject of the violation, and what the investigation included in terms of discussing facts, evidence and relevant laws, with an indication of the validity of each incident and the extent of its attribution to an employee.
  - The opinion reached by the commissioner of the investigation in terms of determining responsibility and recommendation or imposing the appropriate penalty - as the case may be - or preservation, or referral to the Disciplinary Council.
- m. The Head of the Government Authority may return the papers to complete the investigation, and the investigation commissioner must implement this as soon as possible and re-submit a new memorandum in which they prove what they deem appropriate in light of the completion of the investigation.
- n. The Human Resources Department at the Government Authority shall, within (5) working days, notify the employee concerned of the penalties decided to be taken against him.

## **Article (114) Formation of a Disciplinary Board**

1. A Disciplinary Board or more shall be formed by a decision of the Authority, at the request of the Government Authority, to hold the employees referred to it accountable, according to what is decided in this Chapter, to investigate with them regarding the job violations committed by them that require imposing the penalties mentioned in Clauses (4, 5, 6, 7) of the disciplinary penalties according to the text of Article (110) of these regulations.

2. The number of members of the Disciplinary Board, including the Head of the Disciplinary Board, must not be less than three members of the first degree or above, and their number must be odd, taking into account that the degree of any of them shall not be less than the degree of the employee referred to the Disciplinary Board.
3. It should be taken into consideration that the Head of the Disciplinary Board is not from the same Government Authority requesting the formation of the Board, provided that they are from another Government Authority and their job position is not less than that of an Executive Director.
4. A member of the Disciplinary Board must not have previously expressed an opinion on the subject of the investigation in any capacity whatsoever.
5. The employee may not be referred to the Disciplinary Board except after the Government Authority forms a committee of at least two employees to investigate into the violation attributed to the employee.
6. The employee shall be referred to the Disciplinary Board by virtue of a decision of the chairman of the Government Authority, including a statement of the violations attributed to the employee.

### **Article (115) Disciplinary Board Convening Procedures:**

1. The employee referred to the Disciplinary Board has the right to review the documents related to the accusation attributed to them, and they may obtain a copy of these documents if they so request. They also have the right to appear before the Disciplinary Board by themselves or their attorney delegated by him to present their defence.
2. The employee's resignation does not prevent proceeding with disciplinary accountability procedures, and it is prohibited to accept the resignation if the employee has been referred to the Disciplinary Board.
3. The Disciplinary Board may complete the investigation by itself, and it shall have the powers granted to the investigation authorities in terms of verifying evidence, including hearing witnesses after taking the oath.

4. The meeting of the Disciplinary Board shall not be valid unless all its members are present, and its decisions shall be issued by the majority of opinions. The Disciplinary Board may not convene before the lapse of at least one week from the date of notifying the employee in writing of the statement of the violations attributed to them, including copies of the documents related to the violation attributed to them.
5. The resolution of the Disciplinary Board shall be issued based on the reasons under which it was relied, and it shall be pronounced in the hearing scheduled for that purpose. The employee shall be notified of the resolution and its reasons in writing within two weeks of its issuance, and a copy of it shall be sent to their employer and the Authority.
6. The Disciplinary Board shall issue a separate decision for each case with the approval of its chairman.
7. The Disciplinary Board may interpret the disciplinary decision and correct any material errors it may make.

### **Article (116) Implementing the Decision of the Disciplinary Board**

The Government Authority may not implement the decision of the Disciplinary Board before the end of the deadline for grievance or the deadline for deciding on it, as the case may be.

### **Article (117) Suspension from Work**

1. Suspension from work for investigation:
  - a. The chairman of the Government Authority may issue a decision suspending the employee from work as a precaution in the interest of the investigation for a period not exceeding one month, and this period may not be extended except by a decision of the Disciplinary Board .
  - b. The party who issued the suspension decision may reconsider it at any time, whether on its own initiative or at the request of the employee.
  - c. The precautionary suspension of the employee from work pending investigation shall not affect their total salary.



2. Suspension from work as a result of preventive detention or serving a sentence restricting freedom:
  - a. If a decision is issued by the competent authorities to remand the employee provisionally pending a case, they shall be suspended from work during the period of their imprisonment, without prejudice to their total salary.
  - b. Every employee who serves a penalty restricting their freedom in execution of a civil or criminal judicial ruling in a felony or misdemeanour that is not breaching honour or trust shall be suspended from work by force of law, and deprived of their total salary for the period of their imprisonment. It is not permissible to consider their promotion or granting them any allowances or increases during this period. This period shall not be included in the period of their service.
  - c. After the termination of the penalty restricting freedom and the release of the employee, they shall resume work within a maximum period of five working days, otherwise they will be considered absent from work and in this case the provisions relating to absence from work contained in these regulations shall be applied to them.
  - d. If the Government Authority considers, based on the study of the reasons for the judgement of conviction issued against the employee, and the circumstances of the incident, that the acts committed by them constitute a disciplinary violation against them that requires a disciplinary penalty, they may be referred to the investigation to determine their disciplinary responsibility in accordance with the provisions of this regulation.
3. The period of suspension from work as a disciplinary penalty shall not be included in the employee's service period.

## **Article (118) Controls and Conditions for Imposing Disciplinary Penalties**

1. No disciplinary penalty may be combined with deduction of part of the employee's salary unless:

- a. The deduction relates to the days of absence from work that were not calculated from the balance of the periodic leave.
  - b. To collect the value of material damages incurred by the Government Authority as a result of committing the violating act based on a judicial ruling.
  - c. To fulfil an expense or a debt adjudicated by the court, or to pay what they owe to the government, whether for a reason related to the performance of their job, or to recover what was unjustly spent to them.
2. It is not permissible to impose more than one penalty on the employee for one violation.
3. In the event that several interrelated indivisible violations occur, the employee may be subject to the penalty prescribed for the most serious violations.
4. The service of the employee shall not be terminated or notified of that while they are enjoying any of the authorized leaves, unless the dismissal from the job is made by virtue of a disciplinary decision or dismissal by a judicial ruling without warning.

## **Article (119) Rules for Calculating the Deduction Penalty**

1. The deduction penalty shall be calculated from the basic salary.
2. The deduction penalty shall be implemented within the legally permissible limits of the employee's monthly salary due to them for the month following the month in which the imposed penalty is announced, according to the prioritization of deduction and seizure established by the legislation in force.

## **Article (120) Financial Violations**

In the event that the Government Authority discovers any facts that constitute a financial violation, it shall:

1. Investigate financial violations committed by its employees, in accordance with the provisions of these regulations.

2. Inform the Abu Dhabi Accountability Authority immediately upon discovering the violation that constitutes a financial violation.

## **Article (121) Suspension of the Investigation**

Suspension of the investigation is either implicit or definitive for the reasons described in each case as follows:

1. Temporary suspension:
  - a. For not knowing the perpetrator.
  - b. For failure to prove the violation or for lack of sufficient evidence.
2. Final suspension:
  - a. For invalidity of the complaint.
  - b. For lack of importance in the event that what was attributed to the employee does not deserve a penalty.
  - c. For the previous adjudication of the subject of the violation.

## **Article (122) Cancellation of the Disciplinary Penalties**

1. Disciplinary penalties against the employee shall be cancelled and considered non-existent upon the expiry of the following periods:
  - a. Three months in case of drawing the attention.
  - b. Six months in case of a written warning.
  - c. Nine months in case of deduction from the basic salary.
  - d. One year in case of deprivation of the annual bonus.
  - e. One year and six months in case of suspension from work.
2. The chairman of the Government Authority may, without the need to request that from the employee, cancel the disciplinary penalty whenever the performance reports submitted on the employee during the periods specified for cancellation have the highest evaluation score, provided

that this cancellation is for one time throughout the employee's service in the Government Authority.

3. As a result of cancellation, the penalty is considered as if it did not exist with regard to the employee's career future, and this does not affect the rights and compensations that were accrued to them.

### **Article (123) Expiration and Lapse of the Disciplinary Action**

1. The disciplinary action for the employee who is still in service shall be lapsed after three years from the date of the violation.
2. The period referred to in the previous clause shall be interrupted by taking any measure of investigation, accusation or trial, and the period shall apply again from the date of the last procedure.
3. If there are several employee, the interruption of the period with respect to one of them will result in its interruption to others, even if no conclusive measures have been taken against them for the period.
4. If the violating act constitutes a criminal offence, the disciplinary action shall not lapse unless the criminal action is lapsed.
5. The termination of the employee's service for any reason does not prevent them from being held disciplinary accountable if the investigation has been initiated before the termination of service.
6. The disciplinary action expires if the employee dies.

## **Chapter XIV**

### **Complaints, Grievances and Objections**

#### **Article (124) Complaints and Grievances Committee**

1. Upon a decision by the Chairman of the Government Authority, a committee called (Grievance & Complaints Committee) shall be set up to consider and examine complaints and grievances raised by its employees.
2. The committee shall be formed of no fewer than three members, including a representative of the legal affairs department in the government authority or the like, provided that the job of the committee members is not less than that of a Director of Department, and that one of its members is not from the Human Resources Department.
3. The Complaints and Grievances Committee shall hold its sessions upon the invitation of its chairman - whenever needed - and its quorum shall be achieved in the presence of its chairman and the majority of its members. The chairman shall authorize one of the committee's members to replace them in the Chair of the Committee and the committee shall issue its recommendations by a majority of views.
4. The Complaints and Grievances Committee shall submit its recommendation regarding the complaint or grievance before it to the government authority chairman to issue their decision in this regard.

#### **Article (125) Rules and Procedures for Considering Complaints and Grievances**

1. The employee may submit in writing to the Complaints and Grievances Committee their dissatisfaction with a procedure taken or refrained from being taken by the government authority in relation to their interest or with any complaint related to the work environment or employees.

2. The employee may appeal in writing any administrative decision related to their employment affairs issued in application of the provisions of the Law and this regulation to the head of the government authority, within (15) working days from the date of ascertainment of the decision.
3. The government authority shall refer the complaint or grievance submitted thereto by the employee to the Complaints and Grievances Committee to study and examine the complaint or grievance.
4. The Complaints and Grievances Committee exert its efforts and endeavours to try to resolve the complaint or grievance amicably (whenever possible) before beginning to consider the complaint or grievance.
5. The Complaints and Grievances Committee must consider the complaint or grievance and issue its recommendation within a period not exceeding (15) working days from the date of receiving the complaint or grievance, and its recommendations shall be justified.
6. The head of the government authority, based on the recommendation of the Complaints and Grievances Committee, shall issue their decision regarding the employee's complaint or grievance within a maximum period of (20) working days from the date of the employee's submission of their complaint or grievance. If that period lapses without a decision on the complaint or grievance, it is considered rejected.

## **Article (126) Grievance before the Objections Committee**

1. An employee may appeal to the Objections Committee in the following cases:
  - a. Grievance against the decision of the head of the government authority to impose disciplinary penalties, with the exception of penalties (drawing attention, written warning, deduction from the basic salary for a period not exceeding three days), and the employee must complain to their employer before referring to the Objections Committee within (15) working days from the date of deciding on the complaint or grievance.

- b. Grievance against the decision of the Disciplinary Council, within (15) working days from the date of notifying the employee of the penalty.
2. The employee and their employer shall be officially notified of the reasoned decision issued by the Objections Committee immediately upon its issuance.
3. The employee may appeal before the Court of First Instance within (30) days from the date of issuance of the Objections Committee's decision.

## **Article (127)**

While initiating grievance procedures in accordance with the provisions of this chapter, the employee may be absent from work with a gross salary to attend grievance sessions held by the Objections Committee or court sessions, provided that they notify their direct supervisor in writing and submit proof of their attendance at those sessions.

## **Chapter 15**

### **End of Service**

#### **Article (128) General Policy**

1. The relationship between the employee and the government authority is considered an organizational relationship that ends when certain reasons are fulfilled or available, and the termination of service shall be either obligatory because the staff member is not eligible for public office by virtue of an explicit decision of the appointing authority, or by choice and consent of the employee.
2. The employee's service may not be terminated except in accordance with the reasons stated in the law and after confirmation and verification and taking all the procedures stipulated and taking into account compliance with the terms of the employment contract and the provisions of the relevant legislation in force.

#### **Article (129) Cases of End of Service**

##### **1. Reaching Retirement Age:**

- a. The service of a citizen employee shall be terminated upon reaching the legal age for retirement in accordance with the legislation in force in the Emirate, by virtue of a decision issued by the head of the government authority.
- b. The service of a non-citizen employee shall be terminated upon reaching the age of (60) sixty for males and (55) fifty-five for females in accordance with a decision issued by the head of the government authority.
- c. The Human Resources Department shall notify the employees in writing at least three months prior to the date specified for their retirement or termination of service.
- d. The employee's service shall be extended after reaching the retirement age for one year or more in accordance with the following provisions:



- The service of a citizen employee may be extended after reaching the age of retirement in cases required by the work interest until they reach the age of seventy for males and the age of sixty-five for females, as a maximum, by virtue of a decision of the head of the government authority, provided that a report is available from the health authority stating their fitness for work, and that they submit a performance report of no less than -Good- for each year during which the service is extended.
  - The service of a non-citizen employee may be extended after reaching the age specified in Clause (1-b) of this article in cases required by the work interest until they reach the age of sixty-five for males and the age of sixty for females, as a maximum, by virtue of a decision of the head of the government authority, provided that this is limited to those who occupy the positions of experts and consultants, provided that a report from the medical committee is available stating that they are fit for work, and that they submit a performance report of - no less than Good- for each year during which the service is extended.
  - The appointing authority may terminate the employee's service at any time during the service extension period, without mentioning the reasons, by virtue of a two-month written warning or the remaining period of the end of the service extension period, whichever is less.
- e. Retirement of the Suspended Employee:
- If the employee reaches the age of retirement while serving the period of pre-trial detention or suspension from work as a disciplinary penalty, they shall be retired during that period.
  - The citizen employee's pension rights shall be settled and disbursed thereto in accordance with what is decided in the Retirement Pensions and Benefits Law in force in the Emirate.

## **2. Total Disability or Unfitness for Service:**

- a. Subject to the relevant provisions of the Retirement Pensions and Benefits Law in force in the Emirate, the employee's service shall end if their total disability or unfitness for service is proven, in accordance with a report issued by the competent medical committee.
- b. The date of the employee's termination of service shall be determined as of the date of issuance of the report of the competent medical committee.
- c. The period spent by the employee who continues to serve during the period from the date of issuance of the report of the competent medical committee until the date of issuance of the decision to terminate their service by the competent authority shall not be counted within their actual service for the purposes of retirement for citizens or end-of-service benefits for non-citizens. The employee's salaries during this period are considered wages for work, and for the citizen employee, the contributions deducted from their salary for the benefit of the retirement fund shall be returned to them.
- d. The government authority may not terminate the service of an employee with a disability for unfitness for service due to their stable health condition when they were appointed.

### **3. Resignation:**

- a. The employee may submit a written request to resign from their job - without the obligation to give reasons - with at least two months' written warning.
- b. The government authority must reply to the resignation request within (30) days from the date of its submission, otherwise the resignation will be considered accepted subject to a statute of limitations.

- c. The government authority shall discuss the employee's resignation request to find out the reasons that led them to do so and try to settle their situation to retain them if it has an interest in that.
- d. The employee shall not leave work before the date specified in the resignation, or before thirty days from the date of submitting the resignation without a reply from the government authority. If they cease to work during this period without a legitimate excuse, the provisions of the discontinuance provisions set forth in these regulations shall apply.
- e. The employee may withdraw his resignation, provided that this is before the issuance of the decision of the head of the government authority to accept the resignation, or before (30) days from the date of its submission, as soon as the employee submits a written notification to their direct supervisor.
- f. In order to clarify the reasons, the government authority shall conduct an interview with the employee who submits his resignation or request for transfer.

**4. Public interest:**

- a. The employee's service ends upon a decision from the authority, whenever the public interest so requires.
- b. The service of the employee for the public interest shall be terminated as of the date of issuance of the decision, or the date specified in that decision.

**5. In Accordance with the Terms of the Employment Contract:**

- a. In case the government authority does not wish to renew or terminate the contract of a citizen employee before the expiration of its term, the government authority must coordinate with the authority and make every possible effort to rehabilitate them for another suitable post and cause its unwillingness to renew the contract. The Authority shall examine the extent to which the employee may hold an appropriate position in any other authority. If such endeavours

were unsuccessful, the authority may grant its approval to terminate the employment contract based on the government entity's unwillingness to renew. In all cases, all these steps and efforts must be fully documented, and the government authority's decision must be reasoned in accordance with the requirements of the job interest.

- b. The government authority may terminate the employment contract for a non-citizen at any time after the end of the probationary period, for non-disciplinary or legal reasons, and without mentioning the reasons, if it no longer needs their services, by virtue of a written warning addressed to the employee for a period of two months prior to the date specified for termination of service.
- c. Termination of service in accordance with the terms of the employment contract shall not be considered a disciplinary sanction.

#### **6. Functional Incompetence:**

- a. By virtue of a decision of the head of the government authority based on the recommendation of the Human Resources Committee, the service of a citizen employee who has obtained two consecutive performance reports with a rating of (weak) may be terminated, taking into account the procedures stipulated in this regulation.
- b. By virtue of a decision of the head of the government authority, the service of a non-citizen employee who has obtained a performance report with a rating of (weak) shall be terminated.
- c. Termination of service for job incompetence is not considered a disciplinary penalty, nor is it required to conduct an investigation with the employee before issuing the decision to terminate service for incompetence..

#### **7 Deprivation or Withdrawal of the Country's Nationality:**

The service of the citizen employee shall end if the country's nationality is deprived or withdrawn from him, as of the date of issuance of the decree so decided.

**8 Final judgement with a penalty restricting freedom in a felony or misdemeanour involving breach of honour or honesty**

- a. The employee's service ends if a final judgement is issued against them with a penalty restricting his freedom in a felony or misdemeanour breaching honour or honesty in accordance with the legislation in force and subject to enforcement. Dismissal shall be permissible to the head of the government authority if the sentence is with a stay of execution of the penalty.
- b. The date of the employee's termination of service shall be determined as of the date of the final judgement.
- c. The period spent by the employee who continues to serve during the period from the date of issuance of the final judgement on penalty until the date of issuance of the decision to terminate their service by the competent authority shall not be counted within their actual service for the purposes of retirement for citizens or end-of-service benefits for non-citizens. The employee's salaries during this period are considered wages for work, and for the citizen employee, the contributions deducted from their salary for the benefit of the retirement fund shall be returned to them.

**9. Dismissal from the job by a disciplinary decision or dismissal by a court ruling:**

- a. The employee's service ends for disciplinary reasons based on the decision of the Disciplinary Council, and the date of termination of the employee's service is determined as of the date of issuance of the decision to dismiss from service by the Disciplinary Council.
- b. The employee's service ends if a final judgement is issued against him to dismiss him from the job, and the date of issuance of the final judgement is the date of termination of service.

- c. The period spent by the employee who continues to serve during the period from the date of the disciplinary decision to dismiss from the job or the dismissal judgement until the date of issuance of the decision to terminate their service by the competent authority shall not be counted within their actual service for the purposes of retirement for citizens or end-of-service benefits for non-citizens. The employee's salaries during this period are considered wages for work, and for the citizen employee, the contributions deducted from their salary for the benefit of the retirement fund shall be returned to them.

**10. Death:**

- a. The employee's service ends as of the day following his death specified in the official death certificate.
- b. In addition to end-of-service benefits calculated in accordance with the provisions of this chapter, the following additional benefits shall be payable:
  - 1. Death grant
    - The government authority shall disburse a grant equivalent to the gross salary that was paid to the deceased employee who was working for it for the month of death and the following three months in one payment, and the amount shall be delivered to the person specified by the employee before his death according to the human resources records. If they do not specify a specific person, the amount shall be disbursed to the person or persons whom the employee was dependent on - by virtue of a letter from the competent court to prove dependency. If it was not proven that they were supporting someone, the amount will be distributed among their legal heirs according to their legal shares determined by a hereditary notification issued by the competent court.

- Under no circumstances shall the value of the death grant be deducted or withheld to fulfil any debt whatsoever and to any authority under any other laws or systems, and this grant shall be exempt from taxes and fees of all kinds.
- 2. Compensation for death or permanent disability as a result of an injury during the performance of their job or because of it
  - Upon the death of the employee or their permanent total/partial disability while performing their job or because of it, the government authority shall disburse the legal heirs of the deceased employee or them - as the case may be - compensation for death or work injury and the compensation shall be determined according to the following:
    - ا. In the event of death or permanent total disability, the amount of compensation shall be the sum of the employee's gross salary for a period of six months, or the amount of legal Diah, whichever is higher.
    - ب. In the event of permanent partial disability, the amount of compensation shall be estimated at a percentage of the total permanent disability compensation as decided by the medical committee.
  - Compensation for death and the legal Diah may not be combined if the government bears the legal Diah.
- c. Combining death grant and compensation
 

The death grant and its compensation set out in this section of these regulations may be combined as the case may be.
- d. Returning the body to the country of the deceased
  - The government authority shall bear the cost of transporting the body of the deceased employee to their approved home, as well as the cost of a travel ticket for the companion.

- The government authority shall bear the value of travel tickets for the deceased employee's wife and their residing children to the employee's approved home, as well as the costs of transporting luggage within the limits established in accordance with the legislation in force.

## **Article (130) Termination of Service Notice – Notice Allowance**

1. In cases of expiration or termination of the service that is subject to notice, both parties shall be committed to issue a two-month written warning to the other party.
2. The government authority may not issue a notice of termination of the employee's service while they are enjoying any of the legally authorized leave.
3. If one of the parties fails to warn the other party of termination of service, or did not consider the notice period, they shall pay to the other party a compensation equivalent to the gross salary for the notice period or the missing part thereof, without prejudice to the government authority's right to terminate the employee's service for lack of validity before the completion of the probation period, or at any time after the probationary period for disciplinary or legal reasons without a written warning, in accordance with the laws and regulations in force in this regard.
4. The employee must continue to work during the notice period, and the government authority may agree to reduce the employee's work period during the notice period while exempting them from paying compensation for that period or the remaining part of it. It may also exempt them from work during the notice period in return for paying them their gross salary for that period or the remaining part thereof.

## **Article (131) Date of End of Service**



1. In cases of a obligatory end of service, the decision of the government authority shall be to terminate the employee's service as of the day following the day in which his eligibility or validity, which are necessary to carry out the job burdens, are gone, and the government authority shall not determine any other date.
2. In cases of termination of the service by the government authority or upon the request of the employee, the government authority may determine the date of the end of the service by virtue of the decision issued in this regard, provided that it is included in the calculation of the service period of the notice period, whether the employee worked during it, or was exempted from work during it, or paid a notice allowance for all or part thereof. Cases of end of service by the government authority and/or upon the request of the employee, shall include the following:
  - A- Failing the test period successfully.
  - B- The explicit resignation submitted by the employee.
  - C- The final ruling on the employee with a sanction restricted to freedom in a felony or misdemeanour that violates honour or honesty with a stay of execution.
  - D- In Accordance with the Terms of the Employment Contract.

## **Article (132) Termination of the Service of the Seconded Employee or Delegated to Another Authority**

The right to adopt the decision to terminate the service is limited to the original government authority to which the employee belongs before seconding or delegating them to another authority, and the original government authority shall be responsible for all procedures and transactions to end their service, including procedures related to dismissal cases by a disciplinary decision or removal by judicial ruling .

## **Article (133) Medical Examination at the End of Service**

1. A comprehensive medical examination shall be carried out for all employees before the end of their service, except in the event of death or when the employee is not willing to undergo the examination. The employee shall proceed within (30) days from the date on which they are informed of the medical examination at the appointed authority, after being notified of a recommended letter on their registered address.
2. In the event that the employee who has ended their service is unwilling to undergo the examination, they shall sign an acknowledgement not to be responsible for any medical incapacity or to develop any of the profession diseases during and because working at the government authority.
3. At the end of the service, the medical examination aims to indicate any medical incapacity or any of the profession diseases during and because of working at the government authority, or absence thereof..

## **Article (134) Retention of the Employee after Termination of Service**

The government authority may keep the employee after termination of his service, if necessary, for no longer than two months to hand over what is in their custody. The employee whose services have been terminated shall be paid for this period a lump sum monthly bonus equal to their total monthly salary, and this period shall not be included in their service period.

## **Article (135) Experience Certificate**

The government authority shall be obligated to hand over the employee, after the end of their service and upon their request, an experience certificate indicating the date of commencement of service, the date of its end, their service period, the title and degree of their job, their job grade, the work they were carrying out, and the last salary they were receiving, including bonuses, allowances and benefits during service.

## **Article (136) Grievance Against the Decision to Terminate the Service**

The employee may complain about the decision issued by the government authority to terminate their service in accordance with the provisions set forth in this regulation.

## **Article (137) Final Settlement of the Employee's Entitlements at the End of their Service**

1. Upon the end of the employee's service or upon their death, they or their legal heirs, as the case may be, shall be paid the amount of the final settlement, as shown below:
  - a. Gross salary, allowances and bonuses up to the end of the last working day.
  - b. The reward due to the employee whose service is ended in the event of their retention after the end of their service to hand over what is in their custody, in accordance with the provisions of the law.
  - c. Cash allowance for the employee's balance of the periodic leaves due to them, which they did not fulfil until the end of the day preceding the date of termination of service in accordance with the provisions regulating that.
  - d. Notice allowance in accordance with the relevant clause of these regulations, where applicable.
  - e. End of service benefits for non-citizen employees and other benefits specified in these regulations, where applicable.
  - f. Any additional compensation or benefits, which the employee whose service is ended may be entitled to, as applicable, including overtime compensation due to them or compensation for total or partial permanent disability or death in accordance with the provisions of these regulations and the laws and systems in force.
2. Citizen employees shall be subject to the provisions of the Retirement Pensions and Benefits Law in force in the Emirate at the end of their service with the government authority.

3. A non-citizen employee shall be entitled to an end-of-service gratuity at the end of their service for any of the reasons specified by the law, as follows:
  - a. One month's salary for each of the first five years of service.
  - b. One and a half month's salary for each year of the second five years of service.
  - c. Two months' salary for each of the following years of service in excess of that.
4. The provisions prescribed in the legislations and regulations issued in this regard by the competent authorities in the Emirate shall apply to the employee who is allocated housing by the government authority at the end of his service.
5. The government authority may deduct from the final settlement amount due to the employee whose service is ended all amounts owed to the government or that are required by law or that the employee has previously agreed to deduct from their salary, including the salary for the periodic leave days in excess of what they are entitled to, taking into account the provisions for death grant.

### **Article (138) Approval of the Final Settlement**

The employee whose service is ended or their legal heirs, as the case may be, shall sign an acknowledgement stating their approval of the full final settlement of their entitlements. Appropriate procedures in this regard shall be taken when the entitlements of the deceased employee are handed over.

## Schedule of Rewards and Duration of the Trainee Graduate Program

Academic Qualification	Monthly Bonus	Training Period (One Month)	One-Time Training Period (One Month)
High school	6,000	12	3
Diploma	8,000	12	3
Bachelor's degree	10,000	9	3
Master's degree	12,000	6	3

## Schedule of Lump Sum Bonuses for Military Retirees

Main Grade	Reward Value in Dirhams
Agent / General Manager	35,000
Executive Manager	35,000
First	35,000
Second	21,750
Third	17,750
Fourth	13,750
Fifth	9,000
Sixth	6,700
Seventh	6,000

## Schedule of Delegate Allowance for an official or Training Mission Inside or Outside the Country

Job Grade	Value of the allowance/inside the country	Value of the allowance/outside the country	Travel Class
Agent / General Manager	4,000	4,500	First
Executive Manager	3,500	4,000	First
First	2,500	3,000	Business
Second	2,500	3,000	Business
Third	2,000	2,500	Economy
Fourth	2,000	2,500	Economy
Fifth	1,500	2,000	Economy
Sixth	1,500	2,000	Economy
Seventh	1,500	2,000	Economy

## **Schedule of Violations and Disciplinary Penalties**



Clause	S.N	Type of Violation	Penalties						Remarks
			First Time		Second Time		Third Time		
			Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	
Violations Related to Work Hours	1	Coming in late or leaving early without a permission or valid reason for no more than three hours.	Notice	Written warning	Deduction of salary for one day	Deduction of salary for 3 days	Deduction of salary for 4 days	Deduction of salary for 15 days	
	2	Leaving workplace during the official working hours without a permission or valid reason.	Notice	Written warning	Deduction of salary for one day	Deduction of salary for 3 days	Deduction of salary for 4 days	Deduction of salary for 15 days	-
	3	Absence without permission or valid reason for (3) days or less, whether consecutive or intermittent, during one year.	Notice	Written warning	Deduction of salary for one day	Deduction of salary for 3 days	Deduction of salary for 4 days	Deduction of salary for 15 days	Not eligible to earn the total salary for the days of absence
	4	Non-compliance with the mechanism adopted in attendance and departure record.	Notice	Written warning	Deduction of salary for one day	Deduction of salary for 3 days	Deduction of salary for 4 days	Deduction of salary for 15 days	-
	5	Intentional violation of the instructions and orders related to work.	Notice	Written warning	Deduction of salary for one day	Deduction of salary for 3 days	Deduction of salary for 4 days	Deduction of salary for 15 days	-
Violations Related to Work Order	6	Use of mobile phone, which violated the rules and provisions set forth in the work ethics and job	Notice	Written warning	Deduction of salary for one day	Deduction of salary for 3 days	Deduction of salary for 4 days	Deduction of salary for 15 days	-

Clause	S.N	Type of Violation	Penalties						Remarks
			First Time		Second Time		Third Time		
			Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	
		behaviour policy for the employees of the Government Authority.							
	7	Hiding any information related to work or the relation of the employee with the Government Authority, or failing to report any change in the social status of the employee within three months maximum without a valid reason, and the subsequent financial burden on the Government Authority.	Notice	Written warning	Deduction of salary for one day	Deduction of salary for 3 days	Deduction of salary for 4 days	Deduction of salary for 15 days	Deduction of amounts unduly disbursed from the total salary of the employee or the end of service indemnity according to the law
	8	Use of electronic devices or systems related to the Government Authority, including (the email or information network) in areas that are not related to the work of the Government Authority.	Notice	Written warning	Deduction of salary for one day	Deduction of salary for 3 days	Deduction of salary for 4 days	Deduction of salary for 15 days	-

Clause	S.N	Type of Violation	Penalties						Remarks
			First Time		Second Time		Third Time		
			Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	
	9	Failure to report the Government Authority, for which they work, about the change of their domicile or social status within a month maximum from the change.	Notice	Written warning	Deduction of salary for one day	Deduction of salary for 3 days	Deduction of salary for 4 days	Deduction of salary for 15 days	-
	10	Non-cooperation with colleagues or superiors without an acceptable reason or excuse in the performance of duties required for their job performance.	Notice	Written warning	Deduction of salary for one day	Deduction of salary for 3 days	Deduction of salary for 4 days	Deduction of salary for 15 days	-
	11	Non-compliance with the administrative hierarchy in the Government Authority	Notice	Written warning	Deduction of salary for one day	Deduction of salary for 3 days	Deduction of salary for 4 days	Deduction of salary for 15 days	-
	12	Allowing unauthorized individuals in the Government Authority to enter its premises or units in inappropriate places and times without permission	Notice	Written warning	Deduction of salary for one day	Deduction of salary for 3 days	Deduction of salary for 4 days	Deduction of salary for 15 days	-
	13	Failure to keep money, papers, documents and records within the offices, lockers or drawers	Notice	Written warning	Deduction of salary for one day	Deduction of salary for 3 days	Deduction of salary for 4 days	Deduction of salary for 15 days	-

Clause	S.N	Type of Violation	Penalties						Remarks
			First Time		Second Time		Third Time		
			Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	
		dedicated for this purpose before leaving.							
	14	Allowing an unassigned employee to perform the job instead of the assigned employee without a previous permission from the line manager.	Notice	Written warning	Deduction of salary for one day	Deduction of salary for 3 days	Deduction of salary for 4 days	Deduction of salary for 15 days	-
Violations related to the job behaviour and ethics	15	Smoking in places where it is forbidden to smoke inside buildings and properties of the Government Authorities.	Notice	Written warning	Deduction of salary for one day	Deduction of salary for 3 days	Deduction of salary for 4 days	Deduction of salary for 15 days	-
	16	Entering intentionally to unauthorized places and facilities.	Notice	Written warning	Deduction of salary for one day	Deduction of salary for 3 days	Deduction of salary for 4 days	Deduction of salary for 15 days	-
	17	Pretending to be sick	Notice	Written warning	Deduction of salary for one day	Deduction of salary for 3 days	Deduction of salary for 4 days	Deduction of salary for 15 days	As per the specialized medical committee
	18	Non-compliance with the uniform	Notice	Written warning	Deduction of salary for one day	Deduction of salary for 3 days	Deduction of salary for 4 days	Deduction of salary for 15 days	-
	19	Eating in unauthorized areas	Notice	Written warning	Deduction of salary for one day	Deduction of salary for 3 days	Deduction of salary for 4 days	Deduction of salary for 15 days	-

Clause	S.N	Type of Violation	Penalties						Remarks
			First Time		Second Time		Third Time		
			Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	
	20	Using any properties of the Government Authority for personal purposes.	Notice	Written warning	Deduction of salary for one day	Deduction of salary for 3 days	Deduction of salary for 4 days	Deduction of salary for 15 days	-
	21	Crossing courtesy boundaries with the clients of the Government Authority.	Notice	Written warning	Deduction of salary for one day	Deduction of salary for 3 days	Deduction of salary for 4 days	Deduction of salary for 15 days	-
Violations Related to Work Hours	22	Absence without permission or valid reason for more than (3) consecutive or intermittent days during one year.	Deduction of salary for 5 days	Deduction of salary for 10 days	Deduction of salary for 15 days	Suspension from work without a gross salary, except for housing allowance, for a period not less than one month and not more than three months.	-	-	Not eligible to earn the total salary for the days of absence
	23	Giving the Government Authority access card to someone else and using it to record the attendance and departure of the card holder.	Deduction of salary for one day	Dismissal from job while preserving the right to a pension or bonus.	Suspension from work without a gross salary, except for housing allowance, for a period not exceeding one month	Dismissal from job while preserving the right to a pension or bonus.	-	-	In addition to the signature of the same penalty for the employee participating in the violation

Clause	S.N	Type of Violation	Penalties						Remarks
			First Time		Second Time		Third Time		
			Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	
	24	Violation of the systems and instructions related to security, health, safety and environment according to the systems adopted by specialized authorities, exposing the properties of the Government Authority and the individuals as well as the information network systems to the risk of material loss or the creation of a security risk by obstructing the fire exit corridors and devices locations.	Deduction of salary for 3 days	Deduction of salary for 15 days	Suspension from work without a gross salary, except for housing allowance, for a period not exceeding one month	Dismissal from job while preserving the right to a pension or bonus.	-	-	Deduction of the worth of damages caused by the violation from the total salary of the employee or the end of service indemnity according to the law.
	25	Publishing information or making statements about the Government Authority without a previous written approval.	Written warning	Deduction of salary for 7 days	Suspension from work without a gross salary, except for housing allowance, for a period not exceeding one month	Dismissal from job while preserving the right to a pension or bonus.	-	-	-

Clause	S.N	Type of Violation	Penalties						Remarks
			First Time		Second Time		Third Time		
			Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	
	26	Selling goods/services in the headquarters of the Government Authority or negotiating the same.	Written warning	Deduction of salary for 7 days	Suspension from work without a gross salary, except for housing allowance, for a period not exceeding one month	Dismissal from job while preserving the right to a pension or bonus.	-	-	Without prejudice to civil or penal liability
	27	Sleeping during work	Written warning	Deduction of salary for 7 days	Deduction of salary for 8 days	Deduction of salary for 15 days	-	-	-
Violations related to the job behaviour and ethics	28	Violation of public order or morals while at work or when using the government authority's information facilities, systems and networks.	Deduction of salary for 3 days	Deduction of salary for 15 days	Suspension from work without a gross salary, except for housing allowance, for a period not exceeding one month	Dismissal from job while preserving the right to a pension or bonus.	-	-	Without prejudice to civil or penal liability
	29	Using means of transportation, machinery, and special equipment without a prior authorization from the government authority, or	Deduction of salary for 3 days	Deduction of salary for 15 days	Suspension from work without a gross salary, except for housing allowance, for a	Suspension from work without a gross salary, except for housing allowance, for a	-	-	-

Clause	S.N	Type of Violation	Penalties						Remarks
			First Time		Second Time		Third Time		
			Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	
		using them for purposes other than work without authorization.			period not exceeding one month	period not less than one month and not more than three months.			
	30	Insulting, defaming or verbally abusing a superior or a colleague while working.	Deduction of salary for 3 days	Deduction of salary for 15 days	Suspension from work without a gross salary, except for housing allowance, for a period not exceeding one month	Dismissal from job while preserving the right to a pension or bonus.	-	-	Without prejudice to civil or penal liability
	31	Falsely pretence on colleagues or superiors and submitting malicious complaints against them within the government authority	Deduction of salary for 10 days	Deduction of salary for 15 days	Suspension from work without a gross salary, except for housing allowance, for a period not exceeding one month	Dismissal from job while preserving the right to a pension or bonus.	-	-	Without prejudice to civil or penal liability
	32	Giving testimony that does not correspond to reality or refraining from testifying in investigations.	Deduction of salary for 3 days	Deduction of salary for 15 days	Suspension from work without a gross salary, except for	Dismissal from job while preserving the	-	-	-



Clause	S.N	Type of Violation	Penalties						Remarks
			First Time		Second Time		Third Time		
			Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	
					housing allowance, for a period not exceeding one month	right to a pension or bonus.			
	33	Abuse of power or influence.	Deduction of salary for 7 days	Deduction of salary for 15 days	Suspension from work without a gross salary, except for housing allowance, for a period not exceeding one month	Dismissal from job while preserving the right to a pension or bonus.	-	-	-
	34	Failure to report any financial irregularities or damage to the public interest or negligence that harms public funds.	Deduction of salary for 3 days	Deduction of salary for 15 days	Suspension from work without a gross salary, except for housing allowance, for a period not exceeding one month	Dismissal from job while preserving the right to a pension or bonus.	-	-	-
	35	Abusing or Insulting superiors or colleagues by any means	Deduction of salary for 3 days	Deduction of salary for 15 days	Suspension from work without a gross salary, except for	Dismissal from job while preserving the	-	-	Without prejudice to civil or penal liability

Clause	S.N	Type of Violation	Penalties						Remarks
			First Time		Second Time		Third Time		
			Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	
					housing allowance, for a period not exceeding one month	right to a pension or bonus.			
	36	Impersonating a false identity or nationality or submitting forged certificates or documents.	Dismissal from job while preserving the right to a pension or bonus.		-	-	-	-	Without prejudice to civil or penal liability
Violations related to the job behaviour and ethics	37	Combining two or more jobs, unless the combination is between a public job and a membership of boards of directors or trustees of public bodies or companies in which the government or the federal government or associations of public interest contribute.	Suspension from work without a gross salary, except for housing allowance, for a period not exceeding one month	Dismissal from job while preserving the right to a pension or bonus.	-	-			With the dissolution of the other job relationship and the recovery of what was unduly paid to the employee
	38	Guiding applicants to complete various transactions in non-approved ways	Suspension from work without a gross salary, except for housing allowance, for a period not	Dismissal from job while preserving the right to a					

Clause	S.N	Type of Violation	Penalties						Remarks
			First Time		Second Time		Third Time		
			Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	
			exceeding one month	pension or bonus.					
	39	Having an interest in person or through mediation in business or contracting related to the work of the Government Authority to which he belongs, or having personal benefits or interests that conflict with the goals and objectives of the Government Authority.	Suspension from work without a gross salary, except for housing allowance, for a period not exceeding one month	Dismissal from job while preserving the right to a pension or bonus.	-	-			-
	40	Renting real estate, lands, or others with the intention of exploiting them in the field in which the work of his position is performed.	Suspension from work without a gross salary, except for housing allowance, for a period not exceeding one month	Dismissal from job while preserving the right to a pension or bonus.	-	-			-
	41	Violating the provisions governing tenders, auctions, warehouses as well as all rules, provisions, regulations, and financial circulars for the purpose of	Suspension from work without a gross salary, except for housing allowance, for a period not	Dismissal from job while preserving the right to a	-	-			-

Clause	S.N	Type of Violation	Penalties						Remarks
			First Time		Second Time		Third Time		
			Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	
		achieving personal or third party benefit.	exceeding one month	pension or bonus.					
	42	Physical assault on Government Authority's employees during service or at the workplace.	Suspension from work without a gross salary, except for housing allowance, for a period not exceeding one month	Dismissal from job while preserving the right to a pension or bonus.	-	-			Without prejudice to civil or penal liability
	43	Attacking those who deal with the Government Authority.	Suspension from work without a gross salary, except for housing allowance, for a period not exceeding one month	Dismissal from job while preserving the right to a pension or bonus.	-	-			Without prejudice to civil or penal liability
	44	Accepting material or moral benefits from the Government Authority's employees or third parties.	Suspension from work without a gross salary, except for housing allowance, for a period not exceeding one month	Dismissal from job while preserving the right to a pension or bonus.	-	-			Without prejudice to civil or penal liability

Clause	S.N	Type of Violation	Penalties						Remarks
			First Time		Second Time		Third Time		
			Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	
	45	Disclosing a secret of the Government Authority or highly confidential information with the intent of achieving personal benefit or harming the Government Authority.	Suspension from work without a gross salary, except for housing allowance, for a period not exceeding one month	Dismissal from job while preserving the right to a pension or bonus.	-	-			Without prejudice to civil or penal liability
	46	Finding the employee under the influence of intoxication or narcotics while working.	Suspension from work without a gross salary, except for housing allowance, for a period not exceeding one month	Dismissal from job while preserving the right to a pension or bonus.	-	-			Without prejudice to civil or penal liability
	47	Publishing or displaying materials or information violating public order or morals through e-mail or the information network.	Suspension from work without a gross salary, except for housing allowance, for a period not exceeding one month	Dismissal from job while preserving the right to a pension or bonus.	-	-			Without prejudice to civil or penal liability
	48	Committing forgery in relation to the Government Authority's records or	Suspension from work without a gross salary, except	Dismissal from job while	-	-			Without prejudice to civil or penal liability

Clause	S.N	Type of Violation	Penalties						Remarks
			First Time		Second Time		Third Time		
			Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	
		documents, tampering with electronic records or systems related to attendance and departure, or both.	for housing allowance, for a period not exceeding one month	preserving the right to a pension or bonus.					
	49	Belonging to one of the organizations, bodies, or parties operating in the political fields, or working for them, or participating in advertising or promoting them by any means.	Suspension from work without a gross salary, except for housing allowance, for a period not exceeding one month	Dismissal from job while preserving the right to a pension or bonus.	-	-			Without prejudice to civil or penal liability
	50	Collecting donations within the Government Authority for any reason without a permit.	Suspension from work without a gross salary, except for housing allowance, for a period not exceeding one month	Dismissal from job while preserving the right to a pension or bonus.	-	-			Without prejudice to civil or penal liability
	51	Picketing.	Suspension from work without a gross salary, except for housing allowance, for a period not	Dismissal from job while preserving the right to a	-	-			-

Clause	S.N	Type of Violation	Penalties						Remarks
			First Time		Second Time		Third Time		
			Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	
			exceeding one month	pension or bonus.					
	52	Failing to disclose the existence of personal interests that conflict with the interests of the Government Authority	Suspension from work without a gross salary, except for housing allowance, for a period not exceeding one month	Dismissal from job while preserving the right to a pension or bonus.	-	-			-
	53	Carrying out work for others, with or without pay, at non-official times without obtaining prior permission to do so (applicable to non-citizen employees)	Suspension from work without a gross salary, except for housing allowance, for a period not exceeding one month	Dismissal from job while preserving the right to a pension or bonus.	-	-			-
	54	Any negligence or default that results in the loss of one of the financial rights of the Emirate, government authorities or companies, or affiliated authorities, or prejudices	Suspension from work without a gross salary, except for housing allowance, for a period not exceeding one month	Dismissal from job while preserving the right to a pension or bonus.	-	-			-

Clause	S.N	Type of Violation	Penalties						Remarks
			First Time		Second Time		Third Time		
			Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	
		one of their financial interests, or would lead thereto.							
	55	Violating the financial rules and provisions stipulated in laws, regulations, statutes and other legislation.	Suspension from work without a gross salary, except for housing allowance, for a period not exceeding one month	Dismissal from job while preserving the right to a pension or bonus.	-	-			-
	56	Failing to comply with the expenditure of the Emirate's funds as required by the Municipality and to exercise caution, and mishandling the Government Authority's funds or property or using them for purposes other than work.	Suspension from work without a gross salary, except for housing allowance, for a period not exceeding one month	Dismissal from job while preserving the right to a pension or bonus.	-	-			Without prejudice to civil or penal liability
	57	Embezzling public funds	Suspension from work without a gross salary, except for housing allowance, for a	Dismissal from job while preserving the right to a	-	-			Without prejudice to civil or penal liability



Clause	S.N	Type of Violation	Penalties						Remarks
			First Time		Second Time		Third Time		
			Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	
			period not exceeding one month	pension or bonus.					