



The Federal Authority for Government Resources

Human Resources Law in the Federal Government

**FEDERAL DECREE LAW # (11) FOR 2008 ON HUMAN RESOURCES IN
THE FEDERAL GOVERNMENT AS AMENDED BY FEDERAL DECREE
LAW # (9) FOR 2011 AND FEDERAL DECREE LAW # (17) FOR 2016**

**This translation of the text of Federal Law by
Decree No. 11 of 2008 on human resources in the
federal government for the purpose of identifying
articles of the law and have no legal authority and
the Arabic text in the case of disagreement.**



United Arab Emirates

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DECREE LAW # (9) FOR 2011 AND
*FEDERAL DECREE LAW # (17) FOR 2016**

* Published in the Official Gazette 605 of October 2016

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Federal Decree Law # (11) for 2008 on Human Resources in the Federal Government as amended by Federal Decree Law # (9) for 2011 and *Federal Decree Law # (17) for 2016*

We, Khalifa Bin Zayed Al Nahyan, President of the United Arab Emirates:

Having reviewed the Constitution;

- Federal Law # (1) for the year 1972 regarding jurisdictions of Ministries and the powers of Ministers and amendments thereto
- Federal Law # (7) for the year 1999 issuing Pensions and Social Insurance Law and amendments thereto;
- Federal Decree Law # (11) for the year 2008 regarding Human Resources in the Federal Government amendments thereto;
- Federal Law # (8) for the year 2011 for re-organization of State Audit Institution;
- Federal Decree # (8) for the year 2011 concerning the Rules for Preparation of the General Budget and Final Accounts; and
- Acting upon the approval of the Cabinet;

Have issued the following:

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* Published in the Official Gazette # 605 of October 2016

Article One

The term (Federal Entity) shall replace (Ministry) and the term (Chairman) shall replace (Minister), wherever they may appear in this Federal Decree Law # 11 for 2008 on Human Resources in the Federal Government as amended;

Article Two

Articles No (60) and (62) of Federal Decree Law # 11 for 2008 on Human Resources in the Federal Government shall hereby be repealed.

Article Three

Each ministry shall conclude contracts with their employees under this Decree Law, in accordance with the provisions of Article (10), and the Executive Regulations thereof.

Chapter I

Definitions

Article (1)*

In application of the provisions of this Decree Law, the following words shall have the meanings assigned against each unless the text requires otherwise:

| | | |
|----------------------------|---|---|
| State | : | United Arab Emirates |
| Government | : | Government of United Arab Emirates |
| Cabinet | : | Cabinet of United Arab Emirates |
| Federal Entities | : | Any ministry established by the Federal Law # 1 for 1972 regarding jurisdictions of the Ministries and powers of the Ministers and the laws amending thereof, or any other authority, corporation, or Federal organizational unit of the Federal Government |
| Chairman of Federal Entity | : | The Minister, Board of Directors Chairman, CEO of the entity or equivalent |
| The Authority | : | The Federal Authority for Government Human Resources |
| Hiring Authority | : | Authority entrusted with the powers of appointment |
| Budget | : | General Budget of the Government |
| Employee | : | Any person who occupies a budgeted position |
| Work Fore Budget | : | Budget approved for jobs, grades and privileges prescribed for the employees |

- Total salary : Basic salary plus bonuses and allowances entitled to the employee
- Administrative Violations Committee : A committee formed in each Federal entity to consider employee workplace violations
- Human Resource Department : Administrative unit concerned with human resources within the Federal entity
- Year : Calendar year
- Month : Unit of time amounting to thirty days
- Working Day : Official working hours per day stipulated by decisions implementing this Law
- Medical Committee : A medical committee formed through a decision issued by the Ministry of Health & Prevention

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* Amended by Decree Law # (17) for 2016

Scope of Application

Article (2)*

The provisions of this Decree Law apply to civilian employees in the Federal entities, including those independent authorities with their own separate human resource regulations provided for by their establishing law. However, they shall not apply to employees working in Federal entities exempted by the Cabinet.

The Federal Authority for Government Resources

Article (3)

1. There shall be established a Federal body called the "The Federal Authority for Government Human Resources" to be entrusted with the public powers and responsibilities related to the management of human resources of the ministries and Federal entities which are subject to this Decree Law
2. Specifically, the Authority shall assume the following responsibilities:
 - a) Study and propose policies and legislation related to government human resources
 - b) Assist Federal entities with proper implementation of human resources systems and legislation
 - c) Ensure Federal entities' compliance with the provisions of this Decree Law and implementing regulations thereof
 - d) Consider objections filed against the decisions of Grievance and Complaint Committee
 - e) Any other responsibilities assigned to it by the Cabinet
3. The Cabinet shall issue a decision organizing the functions and management of the Authority

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* Amended by Decree Law # (17) for 2016

Article (4)

The human resource department at each Federal entity is responsible for the implementation and application of the rules stipulated in this Decree Law. Organizational units in all Federal entities shall consult the human resource department regarding human resources related issues; similarly, the human resource departments shall consult the Authority in case of any difficulties faced in the implementation of this Decree Law and implementing rules and decisions thereof.

Article (5)

Organizational units in each Federal entity shall abide by the principles and policies contained in this Decree Law and apply them fairly and consistently among employees in order to create a performance-driven environment.

Chapter II

Work Force Planning

Organizational Structure

Article (6)

1. Each Federal entity shall develop its organizational structure in line with its objectives and requirements and submit it to the Cabinet for approval.
2. Any amendments on the organizational structure at departmental level and above shall be approved by the Cabinet, while amendments below this level shall be approved by the competent Chairman of the Federal entity.

Work Force Budget

Article (7)

Each Federal entity shall effectively design the positions within the organizational structure, focusing on their objectives and key functions, so as to ensure that such positions cover the tasks assigned to the Federal entity, without overlap or conflict between these positions.

Article (8)

Each Federal entity shall have, within its general budget, an annual budget for human resources that is commensurate with its approved organizational structure.

Article (9)

Chairman of Federal Entity or whomever he authorizes may make adjustments to the funds allocated for posts included in the approved work

force budget, as long as such adjustments are within the limits of the budget allocated for these posts and in accordance with the financial rules in force.

Types of Employment

Article (10)*

Firstly: Vacant positions shall be filled by any of the following employment Types:

1. Full Time
2. Part Time
3. Temporary
4. Special Contract:

Secondly: A Federal entity may appoint experts and advisors as required. The Executive Regulations of this Decree Law determines the rules for each type of employment, as well as the mechanisms and controls related to hiring experts and advisors.

Thirdly: UAE national employees shall be appointed on three years contract, renewable for other similar terms, with the exception of those appointed on temporary and special contract.

Fourthly: The employment contract of UAE nationals shall be subject to the provisions contained in this law Decree Law, the Executive Regulations thereof, the Performance Management System and other systems associated with it.

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* Amended by Decree Law # (17) for 2016

Recruitment

Article (11)*

Employees may be appointed on a part-time basis with a monthly lump sum salary comparable to the vacant post, provided that such employees are subject to special conditions stipulated in the Executive Regulations of this Decree Law, as to their eligibility for any other compensation or benefits.

Article (12)*

The Federal entity may hire an employee on a monthly lump basis, exclusive of any other compensation or benefits enjoyed by full time staff, under a temporary contract for a period not exceeding three months, extendable to a similar period. At the end of the contract, the employee may be appointed permanently in a vacant post comparable to his /her qualifications, experience and competence. In this case, and for the purpose of end-of-service calculations, his/her service period shall be considered as from the initial starting date of the first employment, in accordance with the provisions of this Decree Law.

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* Amended by Decree Law # (9) for 2011

Article (13)*

1. Chairman of the Federal entity may appoint persons with outstanding expertise as required to fill any of the senior vacant positions, on a two -year special contract that may be extended for a similar period.
2. Chairman of the Federal entity is authorized to approve the financial privileges granted to employee appointed on special contracts in line with the requirements of his entity, as long as such privileges are within the limits determined by the Authority, in coordination with the Ministry of Finance and approved by the Cabinet.

Employment of persons with disabilities

Article (14)

UAE nationals with special needs holding required qualifications shall be given priority for employment in positions appropriate to their physical needs and capabilities, and must be provided with necessary equipment and other means in their workplaces to perform their duties in an environment that suits their special needs.

Article (15)

For employment in any civil positions, the following conditions must be fulfilled:

1. To be of good behavior/conduct
2. To be 18 years of age or older
3. To possess the required qualifications for the job
4. To pass all required tests in relation to the position
5. To be medically fit
6. To not have been convicted for a crime, felony or misdemeanor prejudicial to honor or honesty, unless pardoned by the appropriate authority or rehabilitated as per the law.
7. To not have been dismissed from their previous employment for work-related disciplinary reasons or due to a final legal judgment in a crime

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* Amended by Decree Law # (17) for 2016

Hiring Authority

Article (16)*

1. Notwithstanding the provisions of Article (10) of this Law, appointment to the positions shown hereunder shall be authorized as follows:
 - a) Position of Undersecretary / Director General in Independent Federal Authorities: Federal Decree based on Cabinet approval
 - b) Position of Assistant Undersecretary / Executive Director in Independent Federal Authorities: Decision by the Cabinet, whereas the Chairman of the Federal entity shall approve the employment contracts for these positions.
2. Chairman of the Federal entity or whomever he authorizes shall approve the employment contracts for other positions.

Article (17)

UAE nationals shall be given priority for appointment in any of the vacant posts in the Federal entities. Expatriate candidates shall be considered only when UAE national candidates suitable for these posts are not available.

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* Amended by Decree Law # (9) for 2011

Article (18)**

1. Grade for the Federal government in jobs are determined according to the mechanisms contained in the Job Evaluation & Description System issued by decision of the Cabinet.
2. New employees shall be granted a salary equivalent to the starting range of the grade they are appointed to. However, they may be appointed on a higher salary, as stipulated in the Executive Regulations of this Decree Law, provided that they have higher qualifications and experience, and in accordance with the mechanisms and controls contained in the Job Evaluation & Description System.

Probation Period

Article (19)**

1. Except for the posts of Undersecretary and Director General, or equivalent, in the Federal entity, other employees appointed for the first time shall work under probation for a period of six months, extendable by three months. Thereafter, the immediate supervisor shall closely monitor, according to clear guidelines, the employee's performance to decide whether or not to confirm the employee in post.
2. The Hiring Authority may decide to terminate the employee's service during the probation period if he proves to be incapable of fulfilling the normal requirements of the job, or due to unsatisfactory performance, after giving a 5 working days written notice. Employees also shall have the right to resign during the probation period after giving his / her entity a 5 day notice period.
3. An employee shall give the Legal Oath in accordance with the form annexed hereto.

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** Amended by Decree Law # (17) for 2016

Chapter III
Allowances and Bonuses

Grade & Salary Scale

Article (20)*

1. Grades and salary scales of Federal entities shall be endorsed by the Cabinet upon a recommendation by the Authority, and in coordination with the Ministry of Finance, according to the following criteria:
 - a- Each job shall be assigned a corresponding grade which must be closely related to it.
 - b- Job Evaluation & description shall be conducted according to a system issued by a Cabinet Resolution, on recommendation by the Authority.
 - c- Approve the total salary.
2. The Federal entity shall implement the grades and salary scales as approved by the Cabinet, and cannot make any changes or introduce any new bonuses, allowances or annual grants without prior approval of the Cabinet.
3. The grades and salary scales approved before this Decree Law was put into force, shall be retained unless the Cabinet decides otherwise.

Minimum Salary of UAE National Employees

Article (21)

The minimum salary of UAE national employees shall be determined by a Cabinet Resolution, and shall be reviewed as required.

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* Amended by Decree Law # (17) for 2016

Retirement of UAE Nationals

Article (22)

1. UAE national employee shall be enrolled in the Pension Scheme of the General Pension and Social Security Authority.
2. Monthly contributions shall be deducted from the salary of an employee who is member of the Pension Scheme and be remitted to the General Pension and Social Security Authority as per the rules issued in this regard.

Chapter IV
Transfer, Secondment & Loan

Transfer

Article (23)*

1. An employee may be transferred to any other vacant post within the Federal entity or to any other Federal entity, provided such transfer does not affect the employee's grade and total salary.
2. An employee may also be transferred to another Federal entity with his job grade and benefits.
3. Authority of transfer shall be as follows:
 - a) The posts of Undersecretary / Director General or Assistant Undersecretary / Executive Director or equivalent in the Federal entity: Decision by the Chairman of the Federal entity, where the transfer is within the Federal entity, and a decision by the Hiring Authority in case of transfer outside the Federal entity.
 - b) All other posts: Decision by the Chairman of the Federal entity or whomever he authorizes in case of transfer within the Federal entity, and by the approval of both sending and receiving entities in case of transfer to any other entity.
4. Notwithstanding the provisions of items (a) and (b) above, an employee may be transferred, by a Cabinet decision, to any other Federal entity with his / her job grade and benefits, if the public interest so requires.

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* Amended by Decree Law # (17) for 2016

Article (24)

The Federal entity to which the employee is transferred shall bear any costs incurred as a result of the transfer, including any variations in installments of contribution to the Pension Scheme of General Pension and Social Security Authority

Article (25)

Upon a decision by the Hiring Authority an employee may be transferred to any Federal entities/or local entity on any emirates within the country or Government authorities at any emirate in the country, provided that such transfer does not affect employee’s total salary or with his / her written consent.

The Executive Regulations of this Decree Law stipulate the rules and condition of employee transfer. In all cases, the transfer of an employee shall not affect his acquired rights.

Secondment

Article (26)*

Upon a decision by the Chairman of the Federal entity, or whomever he authorizes, an employee may seconded to carry out the duties of a vacant position or replace an absent incumbent for a period of six months which can be extended, provided that this position is either in the same grade level or maximum two grades higher. At the end of secondment period the employee may be transferred or promoted to the new position as per rules provided for in this Degree Law and Executive Regulations thereof.

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* Amended by Decree Law # (9) for 2011

Article (27)

Employees may not be seconded to perform duties of more than one position in addition to those of his current position.

Article (28)

1. An employee may be seconded to perform the duties of a position in addition to his / her current duties. In this case the employee will be entitled to a secondment allowance equivalent to 25% of the starting basic salary of the new position grade, provided that this will apply only to cases in which the secondment duration is more than two months.
2. Where an employee is seconded to a position without performing his / her current duties, this shall be considered as a development assignment for which he / she will not be entitled to the allowance referred to in item (1) above.

Loan

Article (29)*

1. Upon a decision by the Hiring Authority, an employee may be loaned, to any Federal or local entity within the country up to one year extendable to a similar terms by a decision issued by the Cabinet. Upon the end of loan period, the employee shall either be reinstated in his original position or transferred to the entity he is loaned to.

An employee may also be loaned upon a decision issued by the Cabinet, to any Arab/regional/international agencies or organizations, up to one year extendable to a similar term by a Cabinet decision.

In all cases employee's loan and extension shall be subject to his / her prior written consent.

2. The loaned employee shall receive his total salary, leaves and other entitlements from the receiving organization, throughout the loan period. Where an employee is seconded to regional or international organizations outside the UAE, he shall receive his total salary from his original Federal entity in addition to any other payments/benefits received from the organization he is loaned to. The Cabinet may grant the employee extra benefits, as required. The employee is not entitled to any leaves from his original Federal entity.
3. The loan duration shall be considered as part of employee's service period. The employee's performance appraisal shall be conducted in coordination with the entity he is loaned to, and he will be subject to performance management system applied at the Government level.
4. The Federal entity may fill the position vacated due to loan. Upon return from loan, the entity shall re-instate the employee to the original position without affecting his grade or total salary.

5. Upon a decision by the Hiring Authority, an employee may be loaned to any Arab/regional/international governments, entities or organizations for a period up to one year extendable for a similar term, under the following conditions:
 - a) Approval of loaning entity, the organization employee is loaned to, and employee's written consent
 - b) The entity to which the employee is loaned shall pay the total salary and benefits entitled to loaned employee, including any variations in installments of contribution to the Pension Scheme of General Pension and Social Security Authority, unless agreed otherwise between the two entities
 - c) The Federal entity requesting to appoint an employee on loan shall obtain the approval of the Ministry of Finance in case the employee's entitlements exceed the funds assigned to the grade in its budget
6. The Executive Regulations of this Decree Law stipulate the rules and condition of employee loan

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* Amended by Decree Law # (17) for 2016

Chapter V
Performance & Reward

Performance Management

Article (30)*

1. The employee's performance is measured according to the Employee Performance Management System (EPMS) issued by the Cabinet upon proposal of the Authority. The EPMS is designed to accomplish the following:
 - (a) Set the performance standards and evaluation criteria for the Federal Government employee's annual evaluation process.
 - (b) Determine the performance level that entitles the Federal Government employees for the annual increments.
 - (c) Define the required performance level that entitles the Federal Government employees for promotions.
 - (d) Set the grievance and appeal process and procedures for unsatisfactory annual performance results.

2. The EPMS seeks to:
 - a) Establish a scientific approach to link performance with reward achievements and outstanding results.
 - b) Improve and employees' competencies and skills through an annual performance appraisal aligned with the Federal entity's objectives
 - c) Align employees' individual objectives with strategic goals of the entity.
 - d) Encourage and enhance individual achievements and teamwork spirit.
 - e) Develop and encourage a culture of continuous learning

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* Amended by Decree Law # (9) for 2011

Employee Performance Appraisal & Rewards

Article (31)*

1. Employee performance is evaluated on an annual basis by line manager. The employee must be involved in their performance review process.
2. The annual appraisal conducted according to Employee Performance Management System is considered the criteria for determining eligibility of employees to periodic increments, promotions and annual bonuses.
3. Performance Management System defines the conditions and requirements for granting bonuses stipulated in this Decree Law.

Periodic Increments

Article (32)

An employee is entitled to a periodic increments, which will be added on the basic salary, based on the annual performance appraisal report.

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* Amended by Decree Law # (9) for 2011

Monetary Rewards

Article (33)*

Upon a decision by the Chairman of the Federal entity, outstanding employees may be granted special monetary or in-kind rewards as per Reward & Incentive System proposed by the Authority, in coordination with the Ministry of Finance and Cabinet approval.

Annual Rewards

Article (34)*

An employee is entitled to an annual reward as per the terms and conditions stipulated in the Employee Performance Management System and Reward & Incentive System

Other Rewards

Article (35)

Federal entities may reward outstanding employees by certificates of excellence or appreciation or nomination to compete for excellence awards

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* Amended by Decree Law # (17) for 2016

Chapter VI Promotion

Article (36)

There are two types of employee promotion: job promotion and financial promotion.

Job Promotion

Article (37)*

1. Job promotions take place according to one of the following:
 - a) Promotion to a vacant position.
 - b) Promotion by re-evaluating the current position to a higher-grade position, due to restructuring or to redistribution of duties and responsibilities.
2. Employee may be promoted to a higher position grade based on performance appraisal report
3. Promotion by granting the employee the starting salary of the grade he is promoted to, or an increase of 10% to the basic salary of the new grade, whichever is higher.

Financial Promotion

Article (38)

Upon a decision by the Chairman of the Federal entity, an employee may be granted financial promotion up to 10% of the basic salary.

Exceptional Promotion

Article (39)**

Upon a decision by the Chairman of the Federal entity, an employee may be exceptionally promoted as per the rules and conditions stipulated in the Executive Regulations herein.

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* Amended by Decree Law # (9) for 2011

** Amended by Decree Law # (17) for 2016

General Rules for Promotion

Article (40)*

1. The Executive Regulations of this Decree Law define promotion conditions, controls and eligibility
2. For promotions, seniority shall not be considered unless performance appraisals are identical
3. An employee shall not be entitled to any kind of promotion before the lapse of at least 12 months from his last promotion
4. Promotion decision shall be issued by the Hiring Authority except for financial or exceptional promotion of Undersecretary / Director General or Assistant Undersecretary / Executive Director or equivalent in the Federal entity, which is issued by the Chairman of the Federal entity
5. Promotion and annual increment may not be combined, if they occur on the same date, as per the annual performance review.
6. Promotion shall not be retroactive.

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* Amended by Decree Law # (17) for 2016

Chapter VII
Training & Development

General Policy

Article (41)*

Federal entities shall maintain qualified human resources by providing them with appropriate development and training opportunities in order to enhance their knowledge, capabilities and skills in their current positions, or in higher positions they are planned to assume in accordance with the Training and Development System issued by the Cabinet on recommendation of the Authority.

Article (42)

Federal entities shall develop and implement annual training and development plans for UAE national employees at all job levels.

Training needs Analysis

Article (43)

1. The annual training needs analysis shall be aligned with the overall strategic goals and policies of the Government and the Federal entities
2. Each Federal entity shall analyze its training and development needs using multiple sources, including employee annual performance appraisals, line managers' reports, etc.
3. HR Departments shall identify training needs through personal assessment of trainees, managers' evaluation of training impact on employee performance and other means which are used to assess training results and impact.

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* Amended by Decree Law # (9) for 2011

Scholarships

Article (44)*

As per regulations and arrangements to be adopted in this regard, Federal entities may:

1. Sponsor national high school graduates for vocational/technical study.
2. Sponsor some of their national employees to complete university and higher studies or to obtain accredited occupational qualifications that suit the entities' needs.

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* Amended by Decree Law # (9) for 2011

Chapter VIII **Business and Training Trips**

General Policy

Article (45)

1. Federal entity may delegate employees within the country for any official assignment on its behalf, or to participate in a training program.
2. Overseas business trips shall be authorized by a decision of the Chairman of the Federal entity, outlining the nature, objective, destination and duration of the trip.

Overseas Business Travel Air tickets

Article (46)

Airline classes and travel allowances for overseas official trips shall be determined by a decision of the Cabinet.

Article (47)

One air ticket shall be provided for a family member of a national female employee to accompany her on overseas business or training of whatsoever duration. Air tickets of family members or companions shall be of the same class of travel of the employee.

Chapter IX Leaves

Leave Types

Article (48)

A- According to the provisions of this Decree Law, types of leave are as follows:

1. Annual Leave.
2. Sick Leave.
3. Maternity Leave.
4. Paternity Leave.
5. Compassionate / Idda Leave.
6. Hajj Leave.
7. Special (Exceptional) Leave.
8. Study Leave.
9. Leave without Pay.

B- Employees may be away from work only as part of an authorized leave

Annual Leave

Article (49)*

Permanent employees are eligible for a paid annual leave as follows:

- a) 30 working days for Special Grade (B) and above
- b) 22 working days for other positions.

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* Amended by Decree Law # (17) for 2016

Article (50)*

1. Employees must utilize their annual leave within the same year. However, if for work necessity, employees are not able to take their leave in full, they must take at least half of their annual leave entitlement.
2. Employees may carry over half of the annual leave entitlement to the next year. Any un-utilized leave days in excess of half of the annual entitlement shall be forfeited.
3. Notwithstanding the provisions of clause (2) of this Article, an employee who joins the national military service may exhaust his annual leave entitled during his national service, within a period not exceeding December 31 of the year following the year in which he completes his service, or granted cash allowance in lieu of leave, as the Executive Regulations may stipulate.

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* Amended by Decree Law # (17) for 2016

Sick Leave

Article (51)*

1. Employees may be granted a sick leave of up to 5 continuous working days up to a maximum of 15 working days per year based on a medical report from an official medical authority. Any sick leave of more than 5 continuous working days or in excess of 15 working days yearly must be approved by the medical committee.
2. Employes are entitled to full pay for the first 15 days of sick leave. Any sick leave in excess of 15 days shall be deducted from the employee's annual leave balance, if any; otherwise it shall be considered leave without pay
3. Federal entity shall refer the employees whose sick leave exceeds 15 working days to the medical committee to decide whatever it deems fit concerning their health condition
4. Where sick period exceeds six months, the medical committee must review the case again and either grant an extra period up to six months or recommend termination of employment on medical grounds.
5. Chronic *diseases* specified by the Ministry of Health and Prevention, in coordination with the Authority, and conditions which prevent the employee from performing his job duties for a period to be determined by the medical committee with full pay, shall be excluded from the provisions of clause (2) of this Article.

All controls pertaining to sick leaves including renewal and other related rules are stipulated in Executive Regulations.

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* Amended by Decree Law # (17) for 2016

Article (52)

Employees will be granted a paid sick leave for a period not exceeding one year in cases of work-related injury. If the illness persists beyond this period, the employee will be referred to the medical committee to assess their health status and to either extend this period for an extra six months, or recommend termination on medical grounds.

Maternity Leave

Article (53)*

1. Permanent female employees are entitled to a paid maternity leave of three months
2. A female employee is entitled after giving birth and for the duration of four months, a nursing leave for two hours daily to feed her infant, as per the mechanism contained in the Executive Regulations
3. Maternity leave may not be combined with leave without pay

Paternity Leave

Article (54)

Male employees who have a newborn baby inside the country are to be granted a 3 working day paternity leave with full pay, to be taken during the first month of the baby's birth

Compassionate / Idda Leave

Article (55)*

Employees are entitled to a 5 calendar days compassionate leave with full pay in cases of death of a first-degree relative, and 3 calendar days in cases of death of a second-degree relative.

All controls pertaining to this leave including renewal and other related rules are stipulated in the Executive Regulations.

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* Amended by Decree Law # (17) for 2016

Article (56)

Muslim female employees will be granted Iddah leave of 4 months and 10 days in the event of her husband's death

Hajj Leave

Article (57)

1. Muslim employees are entitled to a 15 working day paid Hajj leave to perform Hajj once during the service with the government.
2. Hajj leave may be combined with annual leave.

Exceptional Leave

Article (58)*

The Chairman of the Federal entity, or whomever he authorizes, may grant a national employee a fully paid exceptional leave for reasons such as participation in national teams or sport, social or cultural activities, or similar reasons not related to the Federal Entity's work, on the basis of a request by the relevant official authority, for a period not exceeding one month.

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* Amended by Decree Law # (17) for 2016

Article (59)*

1. The Chairman of the Federal entity, or whomever he authorizes, may grant an employee up to one month paid exceptional leave to accompany a first or second degree relative for overseas treatment, based on recommendation by an official medical authority. Payment during the leave shall be calculated as follows:
 - First 15 days: Full pay
 - Second 15 days: To be deducted from employee’s leave balance if any; otherwise it shall be considered leave without pay.

The leave to accompany a patient may be extended without pay for up to one month based on a medical report authenticated by the UAE embassy.

2. The Chairman of the Federal entity, or whomever he authorizes, may grant an employee up to one month paid exceptional leave to accompany a first degree relative receiving medical treatment within the country, where the patient’s condition requires hospital stay based on recommendation by an official medical authority. Payment during the leave shall be calculated as follows:
 - First 15 days: Full pay
 - Second 15 days: To be deducted from employee’s leave balance if any; otherwise it shall be considered leave without pay. The leave is non-extendable.

All controls pertaining to this leave including renewal and other related rules are stipulated in the Executive Regulations

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* Amended by Decree Law # (17) for 2016

Article (60)

Repealed by Decree Law # (9) for 2011

Study Leave

Article (61)*

The Chairman of the Federal entity may grant a national employee full time study leave with pay to obtain a post-higher school qualification within or outside the country for the period of the approved education program. The qualification to be obtained must be in line with the entity's future needs.

Article (62)

Repealed by Decree Law # (9) for 2011

Article (63)**

1. The Chairman of the Federal Entity, or whomever he authorizes, may grant a national employee enrolled in a distant-learning program within or outside the country, or pursuing regular evening study at any local recognized university, college, institute or school, a fully paid leave to sit for semester or final examinations, provided that the actual examination days must be specified clearly.
2. Employees may be granted an extra leave up to one day prior to the exam date when exams are within the country, and up to three days when the exams are held outside the country. The total leave period must not exceed 15 days per year excluding exam days.
3. National employees may be granted a two hours study permission per day to attend classes in an approved study program until the end of the program

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* Amended by Decree Law # (9) for 2011
** Amended by Decree Law # (17) for 2016

Leave without Pay

Article (64)

1. The Chairman of the Federal entity or whomever he authorizes may grant an employee unpaid leave up to 1 month per year provided that he/she has exhausted all his/her annual leave entitlements, and has genuine reasons to request such a leave. The unpaid leave shall not be considered as part of employee's service period.

Chapter X **Organizational Culture**

Workplace Relations

Article (65)

Federal entities shall promote a working environment conducive to creativity and positivity, in order to achieve the objectives of both organizational and individual objectives, and create a workplace culture that:

1. is supportive and motivates staff to present and adopt creative ideas;
2. provides equal development opportunities based on performance-related feedback;
3. is fair, equitable and safe;
4. values individual differences and cultural diversity of employees;
5. seeks staff input in providing suggestions for the development of objectives and improvement of services; and
6. meets appropriate occupational health & safety standards

Personal Conduct

Article (66)

Employees must comply with the Code of Ethics and Professional Conduct Document for Civil Service. Specifically, employees shall:

1. observe all rules, regulations, decisions and instructions related to the performance of their official duties;
2. perform duties assigned to them with care, diligence, professionalism, and integrity, to achieve their Federal entity.
3. demonstrate good faith and integrity in performing their job, and avoid negligence and violation of this Decree Law or damage to the public interest;

4. deliver outstanding quality services to customers and adopt a friendly and helpful attitude in dealing with the public;
5. behave in a manner that maintains and enhances the reputation and professional standing of the Government in general, and their Federal entity in particular;
6. strive for the highest ethical standards, not just the minimum required to meet legal or procedural requirements;
7. treat colleagues with courtesy and be sensitive to their rights and duties
8. avoid waste, or the extravagant use of public resources; and
9. refrain from misusing any official information acquired in the course of official duties.

Compliance with the Law

Article (67)

1. Employees must fully comply with the laws effective in the country.
2. Any employee who commits an offence shall be subject to administrative measures stipulated in this Decree Law, in addition to any penalties or procedures applied by other laws
3. Employees shall not use their positions or relationships established in the course of their duty to inappropriately influence or interfere with action being contemplated by the internal or external investigation authorities.

Disclosure of Information

Article (68)

1. Employees must not, at any time during or after their employment with the Federal entity, divulge any confidential information whether written, electronic, oral, or in any form whatsoever, relating to their Federal entity or any other entity, without prior written authority.

2. Upon termination of employment for any reason, the employee shall return immediately all documents, papers, files, materials, tapes, disks, programs or other property (whether containing confidential information or not) which belong to his/her Federal entity, or to any Federal or other entities.

Customer Service

Article (69)

Federal entities and other entities which are subject to this Decree Law must serve customers in the highest professional and ethical manner and meet their needs through building strong and friendly relations with them. Specifically, employees shall:

1. not involve themselves in any promotional activity related to customers and remain impartial in their dealings with them;
2. refuse any attempt by a supplier offering inducements or other personal benefits in exchange for favors or special treatment, and report such attempts to the appropriate authorities of Federal entity.

Gifts & Bribes

Article (70)

1. Employees are strictly forbidden to accept any gifts except for those of a symbolic or promotional nature that bear the logo and name of the presenting party. The Federal entity must identify and publish a unit that may exclusively accept gifts on its behalf, and distribute these gifts within the Federal entity according to established procedure.
2. Gifts may only be given and distributed in the name of the Federal entity concerned, and through the organizational unit it designates
3. As per the laws in force that incriminate bribery, employees are strictly forbidden to offer, give, request or accept any bribe

4. Under this Decree Law, the bribe involves giving a payment or providing a service or any giving of either commercial or moral value to a public employee in order to corrupt the course of business or:
 - a) speed up a process that employees are required to perform as part of their work
 - b) prevent employees from performing their assignments
 - c) ask an employee to improperly persuade another employee to complete a transaction or take actions in violation of applicable regulations
5. All suspected or reported cases of bribery shall be investigated. If an official investigation confirms that an employee has paid, received or asked for a bribe, he/she shall be referred to the judicial authorities as well as being subjected to the appropriate measured stipulated in this Decree Law and implementing rules thereof.

Conflict of Interests

Article (71)

Employees must avoid, while carrying out their duties, any conflict of interest between their private activities and government interests and operations. They shall not place themselves in any position where allegations of conflict of interest could be made. Specifically, they should not:

1. involve themselves in any official process or decision that would directly or indirectly influence the success of a contractor, supplier, or any other business venture owned by them or any of their relatives up to 4th degree of family relationship;
2. participate in a decision that may result in the granting of a land or a license to any of their relatives from the 1st till the 4th degree of family relationship;
3. involve themselves in any official process or decision that would directly or indirectly influence the success of a contractor, supplier, or

- any other business venture in which the employee has a partnership and that might lead to acquiring direct or indirect benefit;
4. misuse their position, or leak information gained in the course of their work, to achieve specific goals or to obtain favors or privileged treatment whatsoever.

Working with Third Parties

Article (72)

1. Expatriate employees are not allowed to be employed by others, on a paid or an unpaid basis without the prior written consent of their Federal entity
2. Expatriate employees are not allowed to own any share in any establishment – except for public listed companies - without the prior written consent of their Federal entity
3. National employee is allowed own any share in any company or run companies, as well as work for other organizations on a paid or an unpaid basis.

In all cases Employees' work or ownership in other companies is subject to the following conditions:

- a) It is performed outside their official working hours
- b) It does not negatively affect their contribution to their Government job or on their Department interests and/or objectives.
- c) It is not related, in any form or shape, to their official position and should not affect it or be affected by it.

Employment of Relatives

Article (73)

According to this Decree Law, it is strictly prohibited to employ relatives up to the 2nd degree of family relationship or any people who are related either by blood or marriage, or in the same organizational unit or direct

supervisory line relationship. Also, employees must not be involved in decisions on employment, transfer or promotion related to any of these relatives.

Official Working Days and Hours

Article (74)*

1. Official Government working days and hours are determined by a decision of the Cabinet.
2. The Chairman of the Federal entity may make necessary arrangements for flexible working hours as needed and within the limits of normal working hours per week.

Public Holidays

Article (75)

Public holidays are determined by a decision of the Cabinet. The decision also designates competent authorities that announce public holidays.

Preservation of Public Assets

Article (76)

Employees shall be responsible for safe keeping of all buildings, vehicles, equipment and other public property owned by the Federal entity, and using them only for business purposes and in accordance with the laws and regulations in force.

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* Amended by Decree Law # (9) for 2011

Chapter XI **Occupational Health**

Health, Safety & Environment (HSE) Policy

Article (77)

1. Employees and customers shall comply with the environmental policies, guidelines and principles set by the relevant authorities in the country to maintain a healthy work environment for all stakeholders. All employees and contractors shall take responsibility in achieving this aim.
2. Employees and Federal entities have a joint responsibility to create and maintain a safe and healthy working environment as per government policy.
3. Employee who violates any of these policies or principles shall be subject to disciplinary actions or legal prosecution.

Federal Entity's Responsibilities:

Article (78)

In order to achieve the objectives of the HSE policy, the Federal entity shall:

1. Set health and safety norms and standards as well as the procedures and practices governing them
2. Acquaint all employees, customers and visitors with health and safety procedures
3. Provide employees with appropriate training and coaching on safety measures implemented
4. Provide employees with appropriate workplace safety equipment
5. Ensure that all equipment, machinery, and tools are in good working Conditions

6. Ensure that all hazardous substances are stored in accordance with safety standards and norms
7. Promptly investigate any accidents or dangerous situations to prevent their recurrence.

Employees' Responsibilities

Article (79)

For the purpose of this Chapter, employees shall:

1. Comply with the health and safety policy set by the Federal entity
2. Perform duties in a way that would ensure their safety and the safety of others
3. Refrain from performing any hazardous tasks that they are not trained to perform
4. Not misuse any safety equipment or gear provided by the Federal entity
5. Report to management any hazardous situation, equipment or material that may affect their safety and the safety of others

Article (80)

The Federal entity shall insure employees against work-related injuries and accidents

Chapter XII Workplace Violations

General Principles

Article (81)*

1. Employees who fail to comply with obligations stipulated in this Decree Law, or the requirements of their position, shall be disciplined without detriment to judicial or civil prosecution, if required. No employee shall be exempted from the disciplinary penalty unless it was established that they were implementing an order issued by their supervisor in spite of notifying about the violation. In this case the supervisor issuing the order will be held liable.
2. The competent criminal authorities must be notified if the violation committed by an employee is tantamount to a criminal offence
3. Employees must not be penalized more than once for a particular single offence.

Violations Committee

Article (82)

Upon a decision by the Chairman of the Federal entity, a there shall be formed a disciplinary committee called “Violations Committee” which will be tasked with considering violations – other than those related to poor working hours - committed by the employees and impose on them the administrative penalties stipulated in Article (83) of this Decree Law, except dismissal from service. The Executive Regulations outline the tasks and investigation procedures of the Committee.

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* Amended by Decree Law # (17) for 2016

Administrative Penalties

Article (83)*

1. The disciplinary penalties that may be imposed against employees shall be as follows:
 - a) Written Attention Drawing
 - b) Written Warning
 - c) Deductions from basic salary but not exceeding 10 days per offence and 60 days per year
 - d) Demotion of the employee by one lower grade
 - e) Dismissal from service with retirement or end-of-service entitlements, or deducting up to a quarter of these entitlements.
2. The penalty imposed will be in line with the seriousness of violations committed.

General Provisions

Article (84)

Resignation shall not prevent the continuation of the disciplinary measures against the employee. If the employee has already been referred to the Violations Committee or to relevant judicial authorities, neither resignation shall be accepted nor shall he/she be terminated until the issuance of a final decision against the employee.

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* Amended by Decree Law # (17) for 2016

Article (85)

1. The disciplinary incident will be deleted at the death of the employee or lapse of two years as of its occurrence. This lapse period is broken off by any investigation procedure or referral of the employee to the Violations Committee or competent judicial authorities. In this case a new lapse period shall take place as of the date of last procedure taken on the violation.
2. If more than one employee are referred to investigation for the same violation, the interruption of lapse period for any of them shall lead to interruption of the lapse period for all of them, even if no interrupting procedures were taken against them. In this case a new lapse period shall start as of the next day following the last procedure.

Article (86)*

The Chairman of the Federal entity or whomever he authorizes may provisionally suspend the employee from work, upon recommendation of Violations Committee, for a period up to three months if investigations require. As a result of this suspension, half of the employee’s salary shall be withheld as of the suspension date. If the investigation ends for the employee’s favor, or if it is closed, or if the result requires a penalty of attention drawing or warning, then the suspended salary shall be paid back. If a more severe penalty is imposed, then the Violations Committee shall decide on the deducted salary.

Article (87)

If an employee is referred to the judicial authorities for a work-related crime, The Chairman of the Federal entity or whomever he authorizes may suspend the employee without salary until the issuance of a final decision on the crime in question.

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* Amended by Decree Law # (17) for 2016

Article (88)

The employee's service shall be terminated if convicted in a felony or misdemeanor prejudicial to honor and honesty or if convicted with a misdemeanor not prejudicial to honor and honesty and penalized with a jail sentence of more than three months.

Article (89)

The Federal entity shall:

- a) Reinstatement the employee and pay back the deducted salaries if the investigation is closed or ends in the employee's favor or acquittal from charges or decision indicating unjustified criminal lawsuit. However, the employee may be subject to administrative penalties.
- b) Reinstatement the employee without paying back the deducted salaries if the investigation ends with conviction with a misdemeanor not prejudicial to honor and honesty and penalized with a financial fine or suspended prison sentence for a period not exceeding three months.

Article (90)*

1. Employee sent to jail per a judicial judgment in a civil case shall be suspended from work by virtue of law and deprived from the total salary during the prison period. If jail period exceeds three months, Chairman of the Federal Entity may terminate the employee's services.
2. An employee who lodges a case against his / her entity may be suspended from work with full pay pending a final ruling in the case, provided that:
 - a) If the ruling ends for the employee's favor, the employee shall be reinstated
 - b) If the ruling is not in favor of the employee, the amounts received by the employee shall be recovered by deduction from the employee's salary or other benefits as per the mechanism set forth in the Executive Regulations.
3. An employee who files a case against his / her entity may not be appointed in any Federal Government entity before a final ruling is issued on the case in question.

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* Amended by Decree Law # (17) for 2016

Article (91)

An employee who is detained provisionally for a non-work related crime – except for crime prejudicial to honor, honesty and morals – shall be considered as not reporting to work and detention period will be deducted from his/her leave balance. If leave balance is not adequate, the period shall be considered as leave without pay.

Article (92)

If a decision of dismissal from service has been issued against a suspended employee, his/her service shall be considered terminated as from the date of suspension, and he / shall not be entitled to any payments for the suspension period.

Article (93)

Employees seconded to other entities will be disciplined by their receiving entities in line with the disciplinary penalties effective therein. Their original entities must be notified of the disciplinary violation and any penalty taken.

Article (94)*

Disciplinary penalty shall be cancelled after the passage of the period set forth in the Executive Regulations, which shall be calculated from the date of imposing the penalty. Cancelling the penalty shall render it null and void, unless the employee commits another violation.

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* Amended by Decree Law # (17) for 2016

Chapter XIII
Grievances

General Policy

Article (95)

The Government shall maintain effective and fair relationship between the Federal entity and its employees at all times to avoid grievances and disputes. In case of disputes, Federal entities shall make prompt efforts to work out a mutually satisfactory solution to the problem. All employees' grievances, as far as possible, should be settled through the Federal entity's internal procedures, and employees shall be given fair opportunity to lodge grievances and defend their point of view.

Grievance & Complaints Committee

Article (96)

Upon a decision by the Chairman of the Federal entity, a committee called "Grievance & Complaints Committee" shall be set up in each Federal entity to consider grievances raised by its employees against administrative penalties imposed on them.

Article (97)*

Employees may lodge written appeals to Grievance & Complaints Committee against the administrative penalties imposed by Grievance & Complaints Committee or any other administrative decisions or measures, except grievances related to performance appraisal, which are separately handled under Employee Performance Management System. The decisions of the Grievance & Complaints Committee shall be considered final on appeals raised against written attention drawing and written warning.

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* Amended by Decree Law # (9) for 2011

Article (98)*

1. An employee may appeal in writing to the Authority against a decision of Grievance & Complaints Committee in matters not related to written warning non written attention drawing, within three weeks of decision date; otherwise the decision of the Committee shall be considered final.
2. The Authority shall propose a procedure for considering objections and submit it to the Cabinet for approval.

Article (99)*

An employee may forward to the HR Department any complaint related to work environment. The HR Department shall review the complaint and decide whether to refer it to the competent committees, if required.

Employees shall not be entitled to submit a complaint or objection in cases related to working hours, position grade, salary or benefits.

Article (100)

Heads of organizational units shall carefully address all conditions likely to lead to grievances, and shall not attempt to prevent or ignore complaints or concerns which come to their attention. They shall make every effort to settle grievances of their employees amicably as far as possible.

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* Amended by Decree Law # (9) for 2011

Chapter XIV
Termination of Service

Reasons for Termination of Service

Article (101)*

The service of an employee shall end for any of the following reasons:

1. Resignation
2. Retirement age
3. Death
4. Medical unfitness
5. Unsatisfactory performance
6. Issuance of a Decree Law
7. Dismissal upon a Cabinet Resolution
8. Dismissal upon a disciplinary decision or as per a judicial verdict
9. Withdrawal of UAE Nationality
10. Non-renewal of employment contract or termination of employment contract prior to expiration
11. Absence from work without acceptable reasons for 10 continuous working days or 20 days per year
12. Due to Emiratization plans, provided that the employee is given two months notice before termination of his service.

Authority to Terminate

Article (102)*

Termination of an employee's service based on reasons set forth in Article (102) above shall be upon a decision by the Hiring Authority, with the exception of the following cases:

1. Dismissal: Decision by the Cabinet, on recommendation of the Chairman of the Federal entity. this case the employee is entitled to full pay during the notice period, which will not be considered part of his / her service period.
2. Termination due to death: Decision by the Chairman of the Federal entity or whomever he authorizes

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* Amended by Decree Law # (9) for 2011

Retirement

Article (103)

Employees who reach the age of retirement shall be terminated from service unless an extension has been approved by the Chairman of the Federal entity or whomever he authorizes

Resignation

Article (104)

1. The employee may resign from his/her job at any time, by giving notice to the Federal entity in writing. The normal notice period is two months for senior positions and one month for the other positions, or as stipulated in special employment contracts.
2. Federal entities shall decide on the resignation and inform the employee within two weeks as of submission date; otherwise it shall be treated as being approved.

Article (105)*

1. The employee shall stay on job until the end of notice period. However, the Federal entity may at the employee request reduce the notice period. after approving the resignation, and terminate the employment at any time, provided that the employee agrees to deduct the salary balance of the remaining notice period from his/her dues. In this case, the deducted period shall not be considered part of the employee's service period at the Federal entity.
2. Federal entity may also end the services of a resigned employee at their discretion any time during the notice period provided that they pay the employee the salaries due for this period. In this case, this period shall be considered as part of the employee's service.
3. Federal entity may exempt a resigning employee whose notice period has been reduced, from paying amounts due to the Federal entity in lieu of notice period.

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* Amended by Decree Law # (9) for 2011

Resignation Exit Interviews

Article (106)

The HR Department in the Federal entity shall conduct an exit personal interview with any employee who resigns or opts for non-renewal of contract, for the purpose of gathering data necessary for improvement of work systems and practices.

Termination of Service for Medical Reasons

Article (107)*

1. National employees' service shall be terminated on medical grounds in accordance with the rules and regulations of the General Pensions and Social Security Authority.
2. The Hiring Authority may terminate the service of non- national employee if proved by the medical committee to be medically unfit for performing his / her job duties
3. In all cases, the employee shall be terminated immediately and receive the total salary of his/ her job grade period. The notice period will not be considered part of his / her service period.

Termination due to Unsatisfactory Job Performance

Article (108)*

The Hiring Authority may terminate an employee's service due unsatisfactory job performance if he /she fails to attain the level prescribed in the Employee Performance Management System, provided that he/she shall be given a notice period comparable to his / her job grade and paid the total salary and other dues

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* Amended by Decree Law # (9) for 2011

Termination for Disciplinary Reasons

Article (109)

1. The Chairman of the Federal Entity may terminate an employee’s service upon a recommendation by the Violations Committee.
2. The Administrative Violations Committee must state in its recommendation according to each case the notice period and the entitlements that the employee would or would not receive as per the terms of this Decree Law and Executive Regulations thereof.

Contract Termination / Non Renewal

Article (110)*

The Hiring Authority may terminate or not renew the special contract at any time, provided that the employee is given a written notice as per the terms of the contract.

Termination of Service due to Restructuring

Article (111)

An employee’s service may be terminated due to financial and administrative implications of restructuring organizational units or jobs, in coordination with the Authority.

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* Amended by Decree Law # (9) for 2011

Death

Article (112)

1. Where an employee dies naturally or as a result of an accident outside the place of work, but not by suicide, the employee's Federal entity will immediately pay in one installment the total salaries of three months, in addition to the total salary of the month in which death has occurred, and any entitlements stipulated in this Decree Law to the person nominated in writing by the employee before his/her death.
2. In case there is no nominee, the amounts mentioned in the above Article shall be paid to the deceased employee's dependents, provided that these amounts shall be distributed equally among the male and female dependents.
3. The payments mentioned in this Article shall be considered as ex-gratia (grant) and shall by no means be considered as a part of end of service entitlements or deducted from these entitlements. Also, these payments shall by no means used to offset or settled other amounts due on the deceased employee for the Federal entity.

Article (113)

If an expatriate employee dies while in service and if the family desires his/her burial at home country, the Federal entity shall bear the cost of repatriation of the deceased body to the nearest international airport in home country in addition to an air ticket for one person to accompany the deceased.

End of Service Benefits

Article (114)*

1. End of service benefits / gratuity for UAE national employees shall be calculated at the end of service as per the Federal Law No (7) of 1999 issuing the Pension and Social security Law as amended.
2. Expatriate employees shall be entitled upon end of service to the following benefits:
 - a. One month basic salary per year for the first five years of service, calculated on the basis of the last five-year average
 - b. One and a half month basic salary per year for the second five years of service, calculated on the basis of the last five-year average
 - c. Two months basic salary per year for any year afterwards, calculated on the basis of the last five-year average
3. To be eligible for end of service benefits, an employee should have completed at least one year of continuous service with the Federal entity.
4. For the purpose of calculating end of service benefits; leave without pay, notice period and accumulated leave shall be considered as part of the service period, and any part of the month shall be considered as a full month.
5. End of service benefits of national employees who obtain the UAE nationality shall be calculated on the basis of the last drawn salary before obtaining the nationality, calculated on the basis of the last five-year average

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* Amended by Decree Law # (17) for 2016

Chapter XV **Concluding Rules**

Article (115)

All employees of the Federal entities shall retain, as of the date this Decree Law comes into force, all their acquired rights, including accumulated leave entitlements. The Executive Regulations thereof stipulate the rules and other procedures relating to all kinds of leave.

Article (116)*

1. No claim related to any administrative decisions issued in implementation of this Decree Law shall be heard after the lapse of two years from the date of notification.
2. No appeals shall be considered against service termination decisions issued as per Federal Laws.

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* Amended by Decree Law # (9) for 2011

Article (117)

The Council of Minister shall issue rules, regulations and decisions necessary for the implementation of this Decree Law.

Article (118)

1. Federal Law No (21) of 2001 on Civil Service in the Federal Government, as amended, as well as the organizational units established accordingly, including Civil Service Council, Civil Service Bureau and any provision or decision that contradict with this Decree Law shall be hereby repealed.
2. Decisions and regulations issued in implementation of Federal Law No (21) of 2001 shall remain valid as long as they do not contradict with the Law, including Grade and Salary Scale, until their

replacement by new legislation.

3. Cabinet shall issue, on the recommendation of the Authority, the necessary decisions to consider the cases of employees in organizational units that have been abolished as per this Decree Law.

Article (119)

This Law shall be published in the official gazette, and shall be effective four months from the date of publishing.

**Khalifa Bin Zayed Al Nahyan
President of United Arab Emirates**

Issued by Us at Presidential Palace, Abu Dhabi

On 25 Ramadan 1429 AH

Corresponding to 25 September, 2008



LEGAL OATH FOR THE EMPLOYEES OF FEDERAL GOVERNMENT

"I swear by Almighty Allah to be loyal to the United Arab Emirates and its President; to respect its Constitution; abide by the laws, regulations and systems of the entity which I work for; do my utmost to safeguard its money; perform my work honestly and conscientiously; and keep the secrets of work and the information I view or get."

I legally take oath in presence of :.....

Name of the Employee:.....

Signature of Employee:.....

Date :.....