

law No. 6 of 2016 concerns human resources in the Emirate of Abu Dhabi

Article 1

In applying the provisions of this law, the following words and expressions shall have the meanings shown before each of them, unless the context indicates otherwise

Country: United Arab Emirates

The Emirate: The Emirate of Abu Dhabi

Government: The Government of Abu Dhabi

The Executive Council: The Executive Council of the Emirate

The Authority: The Human Resources Authority of the Emirate of Abu Dhabi

Governmental agencies: departments, bodies, public institutions, devices, centers, councils, funds, and any other entity affiliated with the government

Government companies: companies that are wholly owned by the government or that contribute to it by 51% or more of the capital

Executive Regulations: The regulations issued by the Authority after the approval of the Executive Council in accordance with the provisions of this law

The Executive Management Affairs Committee: The committee formed by the decision of the President of the Executive Council, which deals with executive management affairs in the government

Executive management: agents of government agencies, general managers, executives and the like, regardless of their appointment instrument

Employee: The person appointed by a decision of the authority concerned with the appointment to perform one of the jobs mentioned in the general budget at a government agency

National Service: The service that must be performed for the sake of the country in accordance with the provisions of the applicable national service law

Salary: The basic salary

Gross salary: The basic salary plus the employee's regular bonuses and allowances

Medical Committee: The committee formed by a decision of the Chairman of the Health Authority - Abu Dhabi

Job Budget: The approved budget for jobs and grades for employees and their privileges

The general budget: the general budget of the Emirate

The year: the Gregorian year

Month: a unit of time of thirty days

Work Day: The official work day determined by the decisions implementing this law

Article 2

1. The provisions of this law apply to all civil servants working in government agencies in the emirate
2. The Executive Council or its authorized representative exempt any government agency or any employee from applying the provisions of this law
3. By decision of the President of the Executive Council, it is permissible to apply some or all of the provisions of this law and its executive regulations and the policies issued in implementation thereof to government companies
4. The President of the Executive Council or the Executive Council may delegate any of their powers stipulated in the provisions of this law

Article 3

Government agencies are committed to the following:

1. Establish an organizational structure commensurate with its objectives, terms of reference, strategic plan, operational needs, and workforce planning
2. Adherence to objective principles and standards for filling public jobs, such as the principle of competence, equal opportunity and equality between men and women
3. Develop a system for managing job performance with the aim of stimulating individual achievements and enhancing team spirit in a manner that ensures achieving goals and results efficiently and effectively and continuously improving systems and methods of work and the quality of services provided in accordance with the policies, frameworks and general standards issued by the authority
4. Continuous development of human resources and preparation of path plans and career succession in a manner commensurate with the performance, capabilities and skills of the employee in accordance with best local and international practices in modern management, in order to achieve the goals of the government side and raise the efficiency of performance and the development of individual villages, and encourage and create a culture of performance within an integrated system for managing human talents in the government
5. Developing the executive management on an ongoing basis and preparing, qualifying and training all leadership levels to manage the work system in a framed manner and linking this with specific career paths and results of an objective performance evaluation in accordance with the general policy of the emirate
6. Commitment to the highest ethical standards in the conduct of work and the development of systems and regulations for determining accountability and transparency and preventing conflicts of interest
7. Take the necessary precautions and measures to provide a safe and healthy work environment and motivate the distinguished achievement and creativity, in order to ensure the regular and steady progress of the work, and protect the employee from any dangers to which he may be exposed through the implementation of occupational safety and health rules and the training of employees and their constant insight into those rules, with a view to improving performance The services provided by the government agency to its clients
8. Determine employee rights and duties and achieve an effective balance between the requirements, needs and interest of work and the needs and aspirations of employees.
9. Keeping and updating the employees data according to the rules set in the emirate and sending a copy to the authority

Article 4

The Executive Council shall, upon the authority's proposal, issue a decision on the system of public jobs that includes analysis, evaluation, classification and organization of grades

Article 5

1. The job budget determines the number of jobs in each government agency, the type of each job, and its financial grade, and the number of employees in any degree may not exceed the number of jobs specified for that body, whatever the job filling tool
2. The head of the government agency may make adjustments to the approved annual job budget in addition to, canceling or transferring financial allocations between those jobs within the limits of the financial allocations for the annual budget in accordance with the controls set for that in the executive regulations and in accordance with the financial system in force in the emirate

Article 6

The Executive Council shall approve the organizational structure of each government agency and the amendments to it, based on the proposal of the head of the government agency and the recommendation of the commission

Article 7

Public office shall be occupied by appointment, promotion, transfer, delegation or secondment in accordance with the controls, rules and conditions stipulated in the executive regulations

Article 8

1. A government committee is formed in each government agency - by a decision of its chairman - that is called a "Human Resources Committee" consisting of a president and at least four members of the senior staff of that body, one of whom is from the Human Resources Department, and the committee may assign one of the agency's employees to be its decision, without having a voice counted in its decisions
2. The meeting of the committee shall be valid in the presence of the majority of its members, provided that the chairman of the committee shall be among them. Its decisions shall be issued by a majority of the votes of those present.

Article 9

The Human Resources Committee is specialized in the following:

1. Exercising the tasks and powers granted to it in accordance with the provisions of this law and its executive regulations
2. Consider and recommend appointing, promoting, transferring, delegating and seconding employees in accordance with the provisions of this law and its executive regulations
3. Any tasks related to human resources affairs assigned by the head of the governmental committee

Article 10

The validity of appointment to vacant positions shall be according to the following:

1. Executive management functions by decision of the President of the Executive Council upon the proposal of the head of the government agency and the study and recommendation of the Executive Management Affairs Committee.
2. Grading jobs without executive management, by decision of the head of the government agency or his authorized representative.

Article 11

1. Appointment may only be made to a vacant position approved in the general budget by a decision of the appointing authority, in accordance with the rules and rules for the terms of appointment and preference among the candidates determined by the executive regulations.
2. No official work may be commenced in any government agency prior to the issuance of the appointment decision from the competent authority for appointment

Article 12

As an exception to what is stated in the first clause of Article (5) of this law, citizens may be appointed part-time, within the limits of the approved budget, and the executive regulations shall specify the rules, rules and conditions of work, financial allocations and

other rights granted to them in a manner that is compatible with the degree of employment they occupy.

Article 13

The government agency shall be obligated to appoint persons with disabilities in the jobs appropriate for their health conditions in the rates determined by the authority, provided that a suitable work environment is provided for them, and the executive regulations shall determine the regulations governing this.

Article 14

A military and a civilian retiree may be appointed to a civil position in accordance with what is specified in the executive regulations

Article 15

• Whoever is appointed to a public office is required:

1. He must be a citizen of the country.

2. To be of good conduct and behavior.

3. His age must not be less than eighteen years of age, and the age shall be proven by a birth certificate or an official extract thereof or by an ID card, with the exception of the holder of the general secondary certificate or its equivalent

. 4. To have obtained the national service card or to present one of the certificates stating his position with it in the event that the candidate for the position is obligated to the national service, and the priority of appointment shall be for those who have performed the national service or have been exempted from it.

5. He must not have been previously convicted of a freedom-restricting punishment for a felony or misdemeanor that violates honor or honesty unless he has been rehabilitated according to the law, and the organization may exclude citizens from this condition.

6. That he was not previously dismissed from service by virtue of a final disciplinary decision, unless at least two years have passed after his issuance, and the period may

be reduced to one year or exempted from this condition if the authority concerned with the appointment finds justification for that.

7. That his health fitness be proven for the job and that the conditions of health fitness be determined by a decision of the authority after agreement with the relevant health authorities in accordance with health regulations and standards from the competent health authority in coordination with the authority.

8. He must have the necessary qualification for appointment to the job and fulfill the requirements and conditions of the job description for it according to what is determined by the executive regulations.

• An exception to Clause (1) of this Article. It is permissible for non-citizens to be appointed to jobs outside the executive management in the absence of those who meet the conditions and requirements of the vacant position from citizens - whenever necessary - and the executive regulations specify the controls and criteria for the appointment of non-citizens.

Article 16

Priority for appointment shall be in accordance with the controls, rules and conditions mentioned in the executive regulations

Article 17

With the exception of those appointed by a decision of the President of the Executive Council, the appointed employee shall be put on probation for a period of three months, which may be extended for another similar period from the date of receiving the work. The job that was appointed to it, and the probation period is calculated within the period of his service

Article 18

The authority issues models for employment contracts, and government agencies are obligated to conclude contracts according to those models with employees upon appointment, and no government agency may make any amendment to these forms without the approval of the authority

Article 19

1. Government agencies are obligated to allow their employees to join the national service to whom the conditions for admission apply

2. The executive regulations specify the controls, rules, conditions, rights and duties of employees enrolled in national service in accordance with the legislation in force

Article 20

1. A decision by the President of the Executive Council - upon the authority's proposal - shall issue one or more salary scales for government agencies that include job levels and grades.

2. It is issued by a decision of the President of the Executive Council - based on the Authority's proposal - various bonuses, allowances and benefits.

3. The employee shall be entitled to his gross monthly salary from the date he commences work.

4. The executive regulations shall specify the controls, rules and conditions for entitlement to salaries, allowances, allowances and other benefits granted to the employee.

Article 21

1. The employee gets paid in lieu of the additional work that he performs outside of the official working hours

2. An annual bonus may be issued to distinguished government employees, by decision of the Executive Council.

3. The executive regulations shall specify the controls, rules and conditions for granting compensation set forth in Clause (1) and the remuneration stipulated in Clause (2) of this Article.

Article 22

1. An annual report is submitted for each employee on his behavior and performance at work in accordance with the conditions, procedures and dates specified by the executive regulations.

2. The Authority, in coordination with government agencies, sets standards and elements of competency reports and determines the percentages assigned to the various evaluation elements of each government agency in proportion to the quality of the jobs it has, and prepares regulations that clarify the basis, dates and how to conduct the evaluation, and includes instructions on the elements that must be taken into account when conducting it , And it issues specific forms for competency reports

3. The Authority reviews the regulations and forms for competency reports annually to consider developing them whenever necessary.

4. In the event that the employee obtains the highest or lowest evaluation score, it must be a cause and specific for the elements of distinction or weakness that led to it, and the executive regulations shall specify the classification of evaluation degrees and their expressions.

Article 23

The employee shall be notified of the annual report after its approval by the head of the government agency or his delegate, and the employee may file a grievance in writing of this report in accordance with the rules, procedures, and dates specified by the executive regulations.

Article 24

1. The head of the government agency must take appropriate measures regarding the employee for whom two consecutive reports are submitted with the lowest evaluation level, including termination of service, in accordance with the controls, rules and conditions determined by the executive regulations.

2. The government agency shall submit reports to the commission on employees who have obtained two consecutive reports with the lowest evaluation score

3. The executive bylaw determines the controls related to the employee who obtained a report with the lowest evaluation score.

Article 25

1. Career development aims to prepare the employees scientifically and practically to the level that enables them to perform their job duties efficiently, and to provide the means to advance to higher positions in the career ladder.

2. Each government agency is responsible for preparing career development programs. It also implements these programs in coordination with the authority and the competent authorities in the emirate.

3. Governmental bodies shall abide by the rules and provisions of training and career development and the participation of their employees in government development programs, in accordance with the controls, rules and conditions determined by the executive regulations

Article 26

The promotion shall be by a decision of the authority concerned with the appointment in the grades to which it is promoted, and the promotion shall be considered effective from the date of the decision in which it is issued, and it may be returned retroactively to the date when the conditions for promotion are achieved in accordance with the controls, rules and conditions determined by the executive regulations.

Article 27

1. The promotion to a job of the executive management shall be by a decision of the president of the executive council or his authorized representative.

2. The promotion of the employee without the executive management to a vacant position is of the type of job that he occupies, and the promotion is to the degree immediately following his rank.

3. In the event that the vacancy is not available, the head of the government agency may upgrade incumbents without executive management positions financially upgrade in accordance with the promotion controls.

4. The Executive Council - Based on the proposal of the head of the government agency and the recommendation of the authority to upgrade the incumbents of the executive management positions financially according to the promotion regulations.

5. The executive regulations shall specify the terms, controls, rules, terms and conditions for promotion.

Article 28

1. The transfer of incumbents of executive management positions in the same government agency or other local or federal government agency shall be by a decision of the President of the Executive Council or his authorized representative.

2. It is permissible by a decision of the head of the government agency upon the recommendation of the Human Resources Committee to transfer the employee without the executive management from his position to another position not less than the degree of the position transferred from it, and if the transfer to another local or federal government agency requires approval of the heads of the two government agencies, and that According to the recommendation of the Human Resources Committee in every government agency, and that the authority is notified accordingly.

3. The executive regulations shall specify the controls, rules and conditions for transportation

Article 29

1. It is permissible to delegate the employee to perform the burdens of another vacant position, or the one who was absent from it, provided that its degree is equivalent to the level of the delegated employee or one degree higher than it. The employee shall be assigned to more than one position, and this delegation shall be temporary for a period not exceeding one year, which may be extended by no more than another year.

2. The delegates of the employees of the executive management positions within or outside the government agency shall be delegated by a decision of the President of the Executive Council or his authorized representative.

3. The decision to delegate to an employee other than the executive management is issued by the head of the government agency based on the recommendation of the Human Resources Committee.

4. The delegated employee shall be entitled to undertake the burdens of another vacant position instead of a secondment, and the executive regulations shall specify the amount of the allowance and the controls, rules and conditions of the delegation.

5. The commission issues the delegation agreement form and government agencies adhere to that model. No government agency may make any amendment to it except with the approval of the commission.

Article 30

1. By decision of the Executive Council, it is permissible to second the employees of the executive management to federal or local government agencies, to public or private moral persons in the state, and to Arab, foreign, international and regional governments, bodies, and organizations.

2. It is permissible by a decision of the head of the government agency to second the employee without the executive management to the local government agencies and to

the public or private moral persons in the emirate and that the authority is notified of that, and by a decision from the executive council to the federal government agencies and to the local governments in other Emirates and to the legal persons Public or private in the country, and to Arab, foreign, international, and regional governments, bodies, and organizations

3. The loan period is included in the entitlement to the annual bonus and promotion, and the loan is for a period of one year, renewable.

4. The borrowing party bears the gross salary of the seconded employee, as well as his licenses from it, and upon the decision of the Executive Council upon the recommendation of the authority, the government may bear the total salary of the seconded employee during the secondment period, and in the event that the employee is seconded out of the state, he gets his total salary from a party His work, in addition to any provisions that he receives from the borrowing authority.

5. It is permissible to occupy the job of the seconded employee by a decision of the competent authority for appointment therein, and upon the return of the seconded employee he occupies his original position if it is vacant or occupies any job that is free of the type and grade of his job or remains in his original position in a personal capacity provided that a position is created for him in the first following budget.

6. The executive regulations shall specify the regulations, rules and conditions of secondment

7. The Authority issues the loan agreement form, and government agencies adhere to that model, and no government agency may make any amendment to it except with the approval of the Authority

Article 31

1. The official days and hours of government work are determined by a decision of the Executive Council based on the recommendation of the commission

2. The head of the government agency may approve a regulation that permits work according to the nature of work in the government agency and within the limits of the number of credit hours provided that the authority is notified accordingly.

Article 32

It is permissible to work in government agencies according to the flexible work system, whenever necessary, and the executive regulations specify its types, categories, scope of application, rules and provisions.

Article 33

The employee shall be entitled to a leave with a gross salary on official holidays, and he may be assigned to work during it, on the condition that he is compensated for days equal to the days of vacations during which he worked in addition to his periodic (annual) leave.

Article 34

Vacations are classified according to the provisions of this law as follows:

1. Periodic leave (annual).
2. Sick leave.
3. Leave the work injury.
- 4 study leave.
5. Vacation leave.
6. Leave leave.
7. Paternity leave.
8. Blacksmith leave.
9. Several leave
10. Hajj leave
11. Accompanying leave.
12. Leave without pay.

The employee may not stop his work except within the limits of the leave granted to him, and the executive regulations shall specify the procedures and conditions for granting such licenses.

Article 35

1. The employee deserves an annual periodic leave with a gross salary to be paid in advance when taking it upon his request
2. The employee's periodic leave is granted only upon his request, and the license for the leave is granted to the executive management with the approval of the head of the government agency, while the rest of the jobs are with the approval of the line official
3. This leave may not be authorized unless the test period has been successfully passed, and the head of the government agency may exclude the employee from this condition if necessary.
4. The employee is not credited with a periodical leave balance for the period spent on authorized leave, whether with or without salary, when the period of related leave exceeds two months in one year.
5. The employee's annual entitlement may not be carried over from the periodic leave, except by a decision of the head of the government agency or his delegate.
6. The executive regulations shall specify the controls, rules and conditions for periodic licenses, provided that they are not less than (22) working days, the mechanism for their deportation, and the monetary allowance due in this regard.

Article 36

The periodic leaves of workers in schools, institutes, and the like affiliated to the government during the school holidays, and their duration and dates are determined according to the controls and rules determined by the concerned authorities.

Article 37

1. The employee is entitled to a sick leave for a period not exceeding two consecutive days individually and for no more than ten days a year with the approval of the line official

2: The license for sick leave shall be based on a certificate issued by a physician and approved by the competent health authority for a period of three to seven consecutive days at a time, and if the period of illness exceeds that, the license for that leave was according to a medical report issued by the medical committee.

3. The employee must report his illness during the first two days of the sick leave, unless there is a compulsive excuse that prevents this.

4. The executive regulations shall determine the maximum limit for this license and the controls, rules and conditions for granting it.

Article 38

Every employee who suffers from a contagious disease does not prevent him from doing work or is forced to come into contact with a patient with an infectious disease and the Medical Committee considers that he is prevented from carrying out the work of his job and is licensed for the period determined by the medical committee. The employee belongs to him not to be allowed to practice his work.

Article 39

The employee who is injured in a work injury is entitled to leave with a gross salary for the period determined for treatment by the medical committee, without prejudice to the rules regulating work injuries and the compensation established in this regard.

Article 40

1. The head of the government agency shall grant the employee, without the executive management, a study leave with a gross salary for the period prescribed for study within the limits of the approved annual budget, after coordination with the concerned authorities to license the study leave, and it may be extended by the same procedure for other periods if the reports received from the employee require that.

2. It is also permissible by a decision of the head of the government agency or his authorized representative to agree to the employee's participation in academic lectures, studies or exams.

3. The executive regulations shall specify the controls, rules and conditions for granting this license.

Article 41

1. The employee shall be granted, without the executive management, a leave with full pay with the approval of the head of the government agency - at the request of the requesting entity - to carry out research, studies, works or tasks in any of the fields even if it does not relate to the government agency, and the leave does not require that the employee obtain Any academic or training qualification, provided that the Commission is notified of that.

2. The executive regulations specify those areas, controls, rules and conditions regulating the granting of this license.

Article 42

1. The employee shall be granted a maternity leave with a gross salary for a period of three months

2. The nursing employee is entitled to two hours of departure per day at the beginning or end of working hours for a period of one year from the date of delivery to take care of her newborn.

Article 43

The employee shall be granted a three-day paternity leave, and the executive regulations shall specify the controls, rules and conditions for granting this leave.

Article 44

The employee shall be granted a mourning leave for a period of five working days in the event of the death of his spouse, one of his assets or branches or one of his relatives or in-laws in the first degree, and for a period of three working days for the relatives of the second degree and one working day for the relatives of the third degree

Article 45

A Muslim female employee whose husband dies is granted multiple leave with a total salary for a period of four months and ten days from the date of death

Article 46

The employee shall be granted a leave of fifteen working days to perform the Hajj pilgrimage once during the entire period of service in the government with a gross salary to be paid in advance upon his request

Article 47

1. It is permissible, by a decision of the head of the government agency, based on the recommendation of the Human Resources Committee, to grant the employee a companion leave with a gross salary for a period not exceeding two months in the one calendar year, if the circumstances require that he accompany his wife or one of his relatives to the second degree or whoever depends on him by a ruling from the competent court for treatment within State or outside it
2. It is permissible, by a decision of the head of the government agency, on the recommendation of the Human Resources Committee, to extend this leave for a month with a salary
3. It is permissible, by a decision of the head of the government agency, based on the recommendation of the Human Resources Committee, to extend this leave for another period without pay at the rate of two months each time if conditions so require.
4. The leave stipulated in the preceding clauses of marriage or the wife may be granted in the absence of either of them to attend a formal course or mission or for treatment inside or outside the state, with the aim of caring for children who have not exceeded ten years
5. The executive regulations specify the controls, rules and conditions for granting this license

Article 48

1. It is permissible by a decision of the head of the government agency based on the recommendation of the Human Resources Committee to grant the husband or wife a leave without pay if he permits one of them to travel abroad provided that this leave does not exceed the period of the husband's stay abroad
2. The head of the government agency, based on the recommendation of the Human Resources Committee, may grant the employee leave without salary in addition to his periodic leave he deserves for a month in the year whenever there is a seriousness with the employee that requires him to give this leave

Article 49

An employee who stops his work or does not return immediately after the end of his leave is deprived of his total salary for the period of his absence from the day of the break, provided that the interruption does not exceed fifteen days.

Article 50

1. An employee shall be considered in advance of his resignation if he ceases from his work or does not return to him immediately after the end of his leave for a period exceeding fifteen consecutive days.

2. The head of the government agency may not consider the employee resigned if it proves that acceptable reasons justify his suspension from work, in accordance with the rules determined by the executive regulations

Article 51

1. Public jobs are a mandate for those who carry them out, whose aim is to serve the country and the public to achieve the public good in accordance with the laws in force and the regulations and regulations issued in implementation thereof.

2. The employee must perform the work entrusted to him accurately and honestly and allocate the official work time to perform the duties of his job and maintain regularity in the work and respect of his official appointments and behave in his actions in a manner consistent with the dignity of the job, and he must observe the provisions of laws, regulations, regulations, directives of superiors and restrictions in Spending the emirate's money, including what is required by the secretariat and ensuring it

Article 52

In particular, the employee is prohibited from:

1. He commits any act or abstains from work in a manner that violates the duties of his job, or that he behaves in a manner that is inconsistent with public morals, job requirements, and rules of functional conduct

2. Carrying out political or partisan activities, belonging to entities working in the political fields, working for them, cooperating with them in any way, participating in or promoting them in any way.

3. Cooperate or belong to prohibited organizations

4. To disclose the matters that he is aware of by virtue of his position, even after he has left the service

5. To combine his position with any other position, however it is permissible to combine the public job with the membership of boards of directors or secretaries of public bodies or companies in which the government, the federal government, or associations of public benefit contribute.

6. He has an interest in himself or mediation in works or contracting related to the works of the government agency he is affiliated with

7. To engage in any professional, commercial or financial activity related to the activities of the government agency in which he works himself or through mediation

8. To rent real estate, land, or others with the intent to use them in the field in which he performs his job

* The employee must immediately upon the end of his service for any reason to hand over to the government agency all of his documents, files, resources, tapes, disks, programs and any property belonging to the authority in which he works or belong to any of the other authorities even if it does not contain confidential information

Article 53

* The employee must, during the performance of his job duties, avoid any conflict of interests between his private activities and the interests of the government agency, and to distance himself from any work on which any suspicions of conflicts of interest arise, and in particular he must avoid the following:

1. Participation in a process or decision that affects directly or indirectly the awarding of a tender to a contractor or supplier or any decision that may lead to granting any benefit or advantage of any kind to him or any of his relatives up to the fourth degree

2. Exploiting his job position or leaking any information obtained by virtue of his work to achieve special goals or obtain a service or benefit from any party

* The Executive Council issues job rules for government employees

Article 54

Any of the administrative measures may be signed on the employee without the executive management when he violates his job duties or work ethics and job behavior

The executive regulations specify the types of measures, controls, procedures and conditions for signing them

Article 55

1. Every employee violates the duties stipulated in this law and the regulations, regulations, and decisions issued in implementation thereof, or goes against the requirements of duty in the work of his job. He is liable to disciplinary action, without prejudice to civil or partial liability when necessary. The job was in implementation of a written order issued by his boss despite notifying him in writing of the violation, in which case the responsibility is on the source of the order

2. The government agency or disciplinary board, as the case may be, if it becomes evident that what the employee committed involved a criminal crime to inform the relevant criminal authorities

Article 56

1. It is not permissible to impose a penalty on the employee except after conducting a written investigation with him in which he hears his statements and realizes his defense, and the decision issued to impose the penalty must be the reason

2. The executive bylaw determines the job violations whenever possible, the prescribed portion for each of them, the investigation procedures, the disciplinary sanctions, and the grievance against them.

Article 57

1. The head of the government agency or his authorized representative may temporarily suspend the employee from his work if the investigation interest requires it for a period not exceeding a month, and this period may not be extended except by a decision from the Disciplinary Board and the person who issued the suspension decision may reconsider at any time, whether on his own initiative or At the request of the employee

2. The employee's suspension from his work shall not affect his total salary

Article 58

Every employee is held in reserve for his work during the period of his imprisonment without prejudice to his gross salary

Article 59

Every employee who requires a penalty restricting freedom in implementation of a civil or criminal court ruling in a felony and misdemeanor that is not detrimental to honor or

honesty is suspended from his work by the force of law, and he is deprived of his total salary for the period of his imprisonment and he may not be promoted during it or granted any premium or increases and that period does not fall within the period of his service

Article 60

It is not permissible to promote an employee presented to the criminal trial for a crime or misdemeanor that violates honor or honesty until the end of his trial.

Article 61

* Notwithstanding what is mentioned in Clause (3) of Article (10) of Law No. (23) for the year 2006 referred to, employees of executive management positions are referred to discipline by a decision of the Executive Council or whoever he delegates

* The executive management staff list specifies disciplinary guarantees, rules and procedures for the authority to impose a penalty and to file a grievance against it

Article 62

Disciplinary sanctions that may be imposed on the employee are:

1. Draw attention
2. Written warning
3. Deduction from the salary for a period not exceeding fifteen days at a time, and not exceeding sixty days during one year
4. Denial of annual remuneration
5. Suspension from work without a total salary except for the housing allowance for a period not exceeding one month
6. Suspension from work without a total salary except for the housing allowance for a period of not less than one month and not exceeding three months
7. Dismissal from employment with retention of the right to pension or gratuity

Article 63

1. The head of the government agency has the authority to inflict one of the sanctions stipulated in clauses (1, 2, 3). In the previous article of this law, grades employees are below the executive management

2. The head of the government agency may delegate the authority to inflict one of the penalties stipulated in clauses (1), (2) and (3 not exceeding three days) from the previous article of the employee's direct supervisor or his superior by means of simplified disciplinary procedures and the executive regulations limit the violations covered By virtue of this paragraph, it defines its penalties and procedures for its signature and grievance

3. The Disciplinary Board may impose one of the penalties referred to in clauses (4, 5, 6, 7) of the previous article of this law to employees without the executive management

Article 64

Disciplinary penalties for violations committed by the employee shall be imposed without the seconded executive department or delegated to work for another party within the jurisdiction of the authority seconded to or delegated to it, provided that the original party is informed of the violations and disciplinary sanctions that were signed on him.

Article 65

A disciplinary board shall be formed by a decision of one or more committees responsible for holding employees accountable below the executive management, and it shall be formed of at least three members of the first degree or more, and with regard to it, the degree of any of them shall not be less than that of the employee referred to disciplinary trial.

Article 66

1. The employee is transferred to the disciplinary board without the executive management by a decision of the head of the government agency

2. The assignment decision must include a statement of the facts attributed and the date of the session, and the employee shall be notified in writing

3. The employee's resignation does not prevent him from proceeding with disciplinary accountability measures, and it is prohibited to accept the resignation if the employee has been referred to the Disciplinary Board

4. The executive regulations specify the rules, conditions and procedures for holding disciplinary boards and how to take their decisions

Article 67

The disciplinary council may not be convened unless the presence of all its members and its decisions are issued by a majority of opinions. The disciplinary council may not be convened at least a week before the employee is informed of the statement of the violations attributed to him.

Article 68

The employee referred to the Disciplinary Board has the right to see the documents related to the accusation against him and he has the right to obtain a copy of it if he so requests, as he has the right to appear before the Disciplinary Council himself or in the company of an agent on his behalf to present his defense

Article 69

The Disciplinary Board may complete the investigation on its own and have the powers vested in the investigation authorities in terms of investigating evidence, including hearing witnesses after taking an oath.

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Article 70

The disciplinary board's decision shall be issued, including the reasons for which it was held, and it shall be pronounced in the specified session for that. The employee shall be informed of the decision and the reasons thereof in writing within two weeks of its issuance.

Article 71

1. A committee called the "Committee for Complaints and Grievances" is formed by a decision of the head of the government agency that specializes in examining and studying employee complaints and grievances

2. Administrative decisions relating to job affairs issued pursuant to the provisions of this law may be appealed to the authority that issued them within 15 working days from the date of the certainty thereof.

3. In all cases, the complaints and grievances committee examines the complaint or grievance and submits its recommendations to the head of the government agency and the head of the government agency issues its decision in this regard

4. The executive regulations shall specify the rules and procedures for the examination, examination of complaints and grievances, and their decision thereon

Article 72

A decision by the Executive Council shall be formed by a committee or more called a "objections committee" headed by a judge delegated by the Abu Dhabi Judicial Department and at least two members with experience specializing in the examination and examination of complaints and grievances submitted to it. Or grievance and its decisions in this regard are considered final and if that period elapses without a decision on the complaint or grievance considered it is rejected

Article 73

1. With the exception of the penalties stipulated in Clause (2) of Article (63), the employee may file a grievance before the objections committee with the decision of the head of the government agency or his authorized representative to impose disciplinary sanctions, and the employee must file a complaint with his employer before resorting to the objections committee, within five Ten working days from the date of deciding on the complaint or grievance

2. The employee may appeal to the objections committee against the disciplinary board's decision within fifteen working days from the date of notifying the employee of the penalty.

3. The employee may file a grievance before the Court of First Instance within thirty days from the date of the decision of the objections committee

Article 74

1. With the exception of financial and administrative corruption violations, the disciplinary lawsuit will be dropped for the employee in service at the expiry of three years from the date of the violation, and the period will be interrupted by taking any procedure of investigation, accusation or trial. It shall result in its discontinuation with

respect to the remainder, even if no conclusive measures have been taken against them for the period

2. Nevertheless, if the act constitutes a criminal offense, the disciplinary action shall not be dismissed unless the criminal case is dropped

Article 75

The disciplinary suit shall lapse upon the death of an employee

Article 76

* Disciplinary sanctions imposed on the employee shall be erased by the expiration of the following periods:

1. Three months in case of attention
2. Six months in the event of a written warning
3. Nine months in the event of a salary deduction
4. A year in the event of deprivation of the annual bonus
5. One year and six months in case of suspension from work

* The periods referred to are calculated from the date of the penalty

Article 77

Disciplinary penalties shall be erased by a decision of the head of the government agency or whoever delegates him if the efficiency reports submitted by the employee are below the executive management during the periods specified in the previous article of this law with the highest degree of evaluation in accordance with the conditions determined by the executive regulations. To the future, and this does not affect the rights and compensation that have arisen as a result of it

Article 78

* The employee's service ends for one of the following reasons:

1. Reaching the age of referral for retirement in accordance with the Civil Retirement Pensions and Benefits Law in force in the Emirate
 2. Total disability or lack of health fitness for the service, taking into account the provisions of the Civil Retirement Pensions and Benefits Law in force in the Emirate
 3. Resignation
 4. By a decision of the Executive Council for the functions of the executive management and by a decision of the Authority for the employees except the executive management whenever the public interest so requires
 5. On the terms of the employment contract
 6. By a decision of the Executive Council, when it is decided to dismiss the employee of the executive management who has obtained two consecutive reports with the lowest evaluation degree
 7. By a decision of the head of the government agency, when it was decided to fire the citizen employee without the executive management who obtained two consecutive reports with the lowest evaluation level
 8. The non-citizen employee gets a report with the lowest evaluation score
 9. The nationality of the state has been lost or withdrawn from it, and this shall be from the date of the issuance of the decree
 10. The final judgment on him for a punishment restricting freedom in a felony or misdemeanor that violates honor or honesty. The dismissal is permissible for the head of the government agency if the ruling is with a stay of execution of the penalty.
 11. Dismissal from the job by a disciplinary decision or by dismissal by court order
 12. Death
- * With the exception of clauses (4, 6 and 7), the decision regarding the appointment authority shall be issued by the end of service

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11. Dismissal from the job by a disciplinary decision or by dismissal by court order
12. Death

* With the exception of clauses (4, 6 and 7), the decision regarding the appointment authority shall be issued by the end of service

Article 79

The employee's service may be extended after he reaches the age specified for retirement in accordance with the executive regulations

Article 80

1. An employee may resign from his job provided that the resignation is in writing and taking into account Article 66 of this law, a decision is issued to accept the resignation within thirty days from the date of its submission, otherwise it is considered acceptable
2. The employee must continue his work until the decision to accept the resignation is notified to him or the time indicated in the previous clause expires.
3. The executive regulations specify the terms of the notice of resignation and the controls, rules and conditions for appointing the employee who submitted the resignation with any other government agency.

Article 81

It is permissible to keep the employee after the end of his service for a period not exceeding two months to deliver what is in his custody by a decision of the head of the government agency if necessary, and the employee is paid a remuneration equivalent to his total salary

Article 82

1. In the event of the death of one of the employees while he is in service, the government agency that follows him will spend his total salary that was spent on him for the month of death and the next three months in one payment to the person appointed by the employee. One of them is distributed among his legal heirs according to the legal shares
2. The sums referred to are considered a grant, which may not be deducted from pensions or bonuses due to the employee or his heirs in accordance with other laws or regulations. This grant is exempt from taxes and fees of all kinds, and it is not permissible to seize them.
3. Upon disbursement of the aforementioned grant, the absence of duplication shall be taken into consideration with any grant granted by another governmental authority
4. If the employee dies, or suffers a permanent total or partial disability, and that was during the performance of his job or due to it, he or his heirs according to the conditions deserve compensation for the death or work injury and the compensation is determined according to the following:

* In the event of permanent death or total disability, the amount of compensation is the total gross salary of the employee for a period of six months or the amount of legal compensation, whichever is higher

* In the case of permanent partial disability, the amount of compensation is estimated at a percentage of the permanent total disability compensation, according to what is decided by the medical committee

Article 83

The case related to canceling administrative decisions shall not be accepted after the lapse of sixty days from the date of the publication of the contested administrative decision or the declaration of the person concerned with it or the confirmation of his knowledge thereof with certainty and must be grieved before resorting to the judiciary.

Article 84

The claim for claiming any of the financial rights arising under the provisions of this law shall not be heard after the end of the fifth fiscal year following the fiscal year in which he deserved those rights.

Article 85

It is not permissible to make a discount or sign a reservation on the amounts due from the government for the employee in any capacity that was not in fulfillment of alimony or debt ruled by the judiciary or to pay what was disbursed to him unlawfully and it is not permissible to increase what is deducted or seized from these amounts on a quarter of his salary Total, except with the written consent of the employee, and when crowding out, priority will be given to the ruling, then to government debt, and then to other debts.

Article 86

The employees subject to the provisions of this law shall be transferred to the schedule of grades and salaries referred to in Article 20 of this law.

Article 87

1. The head of the government agency is responsible for the proper application of the provisions of this law, regulations, decisions and evidence issued in implementation thereof, and he may delegate some of his powers in writing to senior officials as much

as the need and interest of the work require, provided that the delegate is qualified for what has been delegated to him

2. The mandate does not exempt the head of the government agency from responsibility for his powers and powers established by virtue of his position, and the delegate has a permanent commitment to harmonization and good judgment in exercising what he has been authorized and in the interest of the work

3. The head of the government agency may issue a guide for human resources policies and procedures in a manner that does not conflict with the provisions of this law, regulations, decisions, and evidence enforced for it.

Article 88

The Executive Council may add, amend or cancel any financial burdens that result from the implementation of the provisions of this law based on the recommendation of the commission

Article 89

1. The Executive Management Personnel Affairs Regulations is issued by a decision of the President of the Executive Council based on the proposal of the authority.

2. The executive regulations of this law shall be issued by a decision of the authority after approval of the Executive Council

3. The Commission issues detailed decisions and evidence for the provisions of this law and its executive regulations

Article 90

1. The regulations in force before the issuance of this law shall continue to be enforced to the extent that they do not conflict with its provisions and executive regulations

2. The Executive Council shall postpone the implementation of some provisions of this law for a transitional period not exceeding six months from the date of its enforcement

3. Law No. 1 of 2006 referred to is repealed

4. Any text or provision that violates or contradicts the provisions of this law is repealed

Article 91

This law shall be published in the Official Gazette and it shall enter into force from the date of its publication

Khalifa bin Zayed Al Nahyan

Abu Dhabi Ruler

Issued by us in Abu Dhabi

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