



Executive Council:	The Executive Council of the Emirate of Dubai.
Law:	Law No. (27) of 2006 Concerning Management of the Government of Dubai Human Resources and its amendments.
Department:	Any of the Government departments; public agencies and corporations; councils; authorities; or other entities affiliated to the Government to which the provisions of the Law apply.
Director General:	The director general of a Department. This includes the executive director, chief executive officer, or secretary general of a Department, or any other person holding a similar position.
DGHR:	The Dubai Government Human Resources Department.
Human Resources Directorate:	The organisational unit responsible for human resources within a Department.
Employee:	A male or female person who occupies a budgeted post in a Department.
Part-time:	Undertaken by an Employee, in accordance with this Resolution, over a period that is shorter than the full-time working days or hours.
Total Salary:	The monthly salary that is set out in the Table of Grades and Salaries attached to the Law, and which consists of the Basic Salary and general allowance.

## **Scope of Application**

### **Article (2)**

This Resolution will apply to all UAE National and non-UAE National civilian employees who are appointed on a Part-time basis in a Department.

## **Objectives of Part-time Employment Article (3)**

Part-time employment at a Department will have the following objectives:

1. to retain, and reduce the turnover and job leaving rates of, competent Employees;
2. to attract highly qualified persons with outstanding experience to work in the Government;
3. to provide alternatives to Employees who wish to work less than the official working hours;
4. to enable Employees to strike a balance between their working hours and their personal life;
5. to increase the productivity of, motivate, and enhance the work commitment of, Employees; and
6. to increase flexibility at work through achieving a balance between working hours and work requirements.

## **Part-time Employment Article (4)**

- a. An Employee will be appointed on a Part-time basis pursuant to an employment contract. The recruiting authority will be as follows:
  1. Band 5 posts: The Director General.
  2. Band 4 and below: The Director General, or his authorised representative, upon the recommendation of the Human Resources Directorate.
- b. Employees appointed on a Part-time basis will be governed by the same recruitment and employment terms and procedures provided for in the Law.
- c. More than one Employee may be appointed to a Part-time post, provided that the financial appropriations allocated to the job in the Department's budget are not exceeded.
- d. No Employee may work on a Part-time basis with more than one Department without the prior written approval of his Department.

- e. In appointing an Employee on a Part-time basis, a Department will be guided by the standard employment contract prepared by the DGHRD.
- f. An Employee appointed on a Part-time basis will not be entitled to any bonuses, benefits, or allowances whatsoever, except for those set out in this Resolution.
- g. For non-UAE Nationals, the period of Part-time service will not be included in calculating the end-of-service gratuity

**Calculation of Salary**  
**Article (5)**

- a. An Employee appointed on a Part-time basis will be entitled to a monthly lump sum salary, which will be calculated by dividing the Total Salary of a full-time Employee appointed in accordance with the Law on the same band and grade by the number of the monthly official working hours and multiplying the product by the actual number of monthly working hours of the Employee.
- b. For the purposes of implementing the Law, the Basic Salary of an Employee appointed on a Part-time basis will be equal to fifty per cent (50%) of his Total Salary.

**Official Working Days and Hours**  
**Article (6)**

- a. The working days and hours of an Employee appointed on a Part-time basis will be determined by a resolution issued by the Director General or his authorised representative, taking into account the nature of the work of his Department, the work needs and requirements, and the nature of his post.
- b. An Employee appointed on a Part-time basis may not work for less than two (2) working days or for more than four (4) working days per week, and his working hours may not be less than fourteen (14) or more than twenty-eight (28) working hours per week.
- c. An Employee appointed on a Part-time basis must comply with the working hours schedules and procedures set out in the attendance bylaw adopted by his Department.

**Changing between Part-time and Full-time Employment  
Article (7)**

- a. At the written request of an Employee, he may, pursuant to a resolution issued by the Director General or his authorised representative, change from full-time to Part-time employment, or vice versa, subject to the following:
1. the change serves the interests and meets the requirements of work at his Department and is compatible with its human resources plans;
  2. the necessary financial appropriations are available in the budget of the Department for the same grade and band of the post to which the Employee is to be transferred; and
  3. the Employee's period of service with the Department is not less than one (1) continuous year. However, the Director General may, where required, reduce this period for a UAE National Employee.
- b. For all purposes, the service of a UAE National Employee who has changed from Part-time to full-time employment, or vice versa, will be deemed to be a continuous service commencing from the date of his appointment to the Department.

**Promotion  
Article (8)**

An Employee appointed on a Part-time basis may be promoted to another vacant Part-time post in accordance with the rules, terms, and procedures provided for in the Law.

**Leave  
Article (9)**

- a. An Employee appointed on a Part-time basis will be entitled to annual leave in accordance with the Law. This annual leave will be calculated as follows:

<b>Band</b>	<b>Monthly Hours Entitlement</b>
Band 4 and Band 5	Actual monthly working hours X 11%

Band 2 and Band 3	Actual monthly working hours X 8%
Band 1	Actual monthly working hours X 5%

- b. For the purpose of calculating monthly annual leave entitlement of an Employee appointed on a Part-time basis, each seven (7) accrued hours calculated as per paragraph (a) of this Article will constitute one (1) leave day. Hours below this limit will be carried forward to the following month for purposes of calculating the annual leave entitlement.
- c. Subject to paragraph (a) of this Article, the Employee will not be entitled to any leave provided for in the Law, except for sick leave, maternity leave, compassionate leave, *Idda* leave, and Hajj Leave.

**Air Tickets  
Article (10)**

An Employee appointed on a Part-time basis will not be entitled to the annual air ticket allowance provided for in the Law.

**Implementing Resolutions  
Article (11)**

The Director General of the DGHR will issue the resolutions required for the implementation of this Resolution.

**Application of the Law  
Article (12)**

The provisions of the Law will apply to all matters on which this Resolution is silent, to the extent that such application does not contradict the nature of Part-time employment.

**Repeals  
Article (13)**

Any provision in any other legislation will be repealed to the extent that it contradicts the provisions of this Resolution.

**Commencement and Publication**  
**Article (14)**

This Resolution comes into force on the day on which it is issued, and will be published in the Official Gazette.

**Hamdan bin Mohammed bin Rashid Al Maktoum**  
**Crown Prince of Dubai**  
**Chairman of the Executive Council**

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