

An aerial view of a city skyline at sunset. The sky is a mix of orange, yellow, and blue. The city buildings are silhouetted against the bright light of the sun. The text 'Awareness Package for New Employers' is overlaid on the image. The word 'Awareness Package' is in a bold, gold-colored font, and 'for New Employers' is in a white font inside a semi-transparent gold box. A vertical gold bar is on the left side of the text.

Awareness Package for New Employers

Establishments

The Ministry of Human Resources and Emiratisation in the United Arab Emirates strives to achieve a national vision aimed at fostering a stable and secure work environment that supports professional development and enhances productivity. This is achieved through strengthening the contractual relationship between both parties of employment: the worker and the employer.

The Ministry is committed to safeguarding the rights of all parties, ensuring justice and sustainability. From this perspective, we present this awareness package, which highlights the most important topics that you, as an employer, need to know, hoping it will help clarify your rights and duties, thus enhancing your professional experience in the country.



Employers

Learn about your obligations towards your contractual relationship under the **Federal Decree Law No. (33) of 2021** Regarding the Regulation of Employment Relationship:



Wages:

As an employer, you must specify the monthly wage in the employment contract and ensure it is paid on time as described in the regulations. Unless otherwise agreed, the worker's salary shall be paid in UAE dirhams.



Leaves:

Annual Leave:

Employees are entitled to an annual leave of not less than 30 days for each year of service, and two days for each month if the service period exceeds six months and is less than one year. The employee shall be entitled to a cash allowance for the annual leave wage he did not receive upon termination of employment.



Maternity Leave:

A female employee who gives birth after 6 months of pregnancy is entitled to a maternity leave of 60 days. The leave will be for 45 days with full pay and 15 days with half pay. Employers may not terminate female employees' employment or serve them notice due to pregnancy or maternity leave.



Sick Leave:









Employees are entitled to unpaid sick leave during the probationary period, provided that a medical report has been issued by a qualified physician. Following the completion of the probationary period, employees shall be entitled to 90 days of sick leave throughout the year as follows:

- 15 days with full pay
- 30 days at half pay
- 45 days without pay

A list of the various leaves can be found in Article 32 of Labour Law No. (33) of 2021



Various holidays

Holiday kind	Who deserves?	Duration
 Study	<ul style="list-style-type: none">The worker may be granted a study leaves for a period for exams.Service term two years.  Worker	○ 10 working days
 National Service	<ul style="list-style-type: none">Sabbatical paid leave  National worker	○ According to the laws and regulations in force in the country
 Bereavement	<ul style="list-style-type: none">Case of death  grandparents - brothers - children - grandchildren	Starting from the date of death ○ One of the spouses 5 days ○ 3 days
 Parental	<ul style="list-style-type: none">Within 6 months of birth  Couple	○ 5 days



Gratuities:



A foreign employee is entitled to a gratuity after one year of continuous employment with you as an employer, which is calculated based on the basic wage: 21 days for the first five years and 30 days for each year thereafter. Furthermore, end-of-service gratuity is payable to national employees in accordance with the legislation governing pensions and social insurance.

Air Tickets:



Employers are required to pay for the return of their employees to the location of their recruitment or to any other location that they mutually agreed upon, unless they have joined another employer or if the termination of the contract is due to the employee, in which case the latter shall incur those expenses.

Work Permits:



Employers may, with their employees' agreement, choose one of the work permits provided by the Ministry in addition to selecting the appropriate employment pattern. Employers are responsible for ensuring that their employees are not employed by third parties except as outlined by the Decree-Law.

Non-Competition Clause:



Employers may include a non-competition clause in the employment contract if the employee's job entails knowledge of the employer's clients or access to the employer's business secrets. The duration of the non-competition clause shall not exceed two years from the date of termination of the contract, provided that you indicate the scope of time and place in the non-competition clause. The non-competition clause shall also be null and void if you terminate the employment contract in violation of the Decree-Law.

Recruitment fees:



Employers must bear the costs of insurance, subscriptions, and guarantees in accordance with applicable legislation.

Training and qualification:



As outlined in this Decree-Law and its executive regulations, employers are responsible for providing their employees with basic training, certification, and empowerment tools and programmes. Further, the necessary steps should be taken to ensure that employees are aware of their rights and obligations at work in accordance with their profession.



General Obligations



Records relating to employees may be maintained according to the terms, controls and procedures issued by a decision of the Ministry, provided that the period of retention must not be less than two years following the termination of the employee's employment.



Employers must provide their employees with a free certificate of experience upon termination of the employment contract at their request, that outlines the date they joined the company, the date it was terminated, the total period of their service, the name of the job or type of work performed, the last salary received, and the reason for terminating their employment contract, provided that the certificate contains no information that could negatively affect the employee's reputation or reduce his/her job opportunities.



Following the termination of employment, employers are not permitted to seize employees' official documents or to force them to leave the country.

Classification of Establishments

Establishments subject to the provisions of Federal Decree-Law No. 33 of 2021 may be divided into three categories:

- Category 1
- Category 2
- Category 3

The Ministry of Human Resources and Emiratisation may transfer establishments from one category to another if the establishment meets the criteria and standards of the new category, as outlined in Cabinet Resolution No. 18 of (2022) Regarding the Classification of Private Sector Establishments Subject to the Provisions of the Law Regulating Labour Relations.

You can refer to Cabinet Resolution No. 18 (2022) Regarding the Classification of Private Sector Establishments Subject to the Provisions of the Law Regulating Labour Relations [here](#)

You can learn about the benefits provided to establishments based on their category (service fees) [here](#)



Emiratisation



Emiratisation Targets

Based on Ministerial Resolution No. 455 (2023), establishments with 20 to 49 employees and operating within the specified economic activities, are required to hire at least one Emirati during 2024, and at least one more Emirati during 2025.

For companies with 50 or more employees, your Emiratisation target must be increased by 2% annually beginning in 2022, with the aim of reaching 10% by 2026. Companies are required to increase Emiratisation in skilled jobs by 1% semiannually, resulting in a total growth rate of 2% by the end of the year. A monthly financial contribution of AED 6,000 will be collected from the employer for every Emirati employee who was not hired by the end of 2022, with the amount increasing by AED 1,000 until 2026.

Companies that achieve three times the Emiratisation target and employ at least 30 additional Emiratis will be eligible to upgrade to the first category of the establishment classification system and become a member of the Emiratisation Partners Club.

Adherence to Emiratisation Regulations:

Maintain compliance with the Emiratisation regulations and refrain from referring to government policies or benefits in job advertisements. Additionally, avoid misleading advertisements that present real and available opportunities at non-skilled levels of experience.

[Click here to refer to Ministerial Resolution No. 455 \(2023\) Concerning the Process for Implementing the Emiratisation Targets for Private Sector Establishments that Employ between 20 and 49 Employees in Selected Economic Activities](#)

Occupational Health and Safety

The image features a dark blue background with a blurred industrial scene. In the foreground, a white hard hat is partially visible, with a yellow hard hat underneath it. The text "Occupational Health and Safety" is displayed in white on a tan rectangular background in the upper left corner.



To meet the occupational health and safety standards and criteria in the United Arab Emirates, establishments must comply with the following:



Providing suitable housing for workers licensed by the competent authorities according to the rules, regulations and standards in force in the country, or offering a cash housing allowance or including the housing payment in their salary.



Providing employees with the necessary protection against occupational hazards, injuries, and diseases that might occur during their work. This is done by providing guidance and ensuring awareness.



Providing appropriate training for workers to avoid such risks and to conduct periodic assessments to ensure that all parties are committed to safety and security at work and that these requirements are met.



Covering the medical expenses of employees in accordance with national legislation.



Maintaining a safe and supportive work environment for employees.

The process for registering companies in the labour housing system

- All establishments with 50 or more workers earning a salary of AED 1,500 or less must register their workers' housing information in the designated system. The housing must meet the approved requirements and standards that ensure the comfort and safety of the workers in accordance with the applicable legislation. This reflects the establishment's compliance with laws and regulations, enhances its professional reputation, and supports a stable work environment.
- In accordance with Article No. (4) of Ministerial Resolution No. (44) of 2022 Regarding Occupational Health and Safety and Labour Accommodation, employers are required to follow the process for registering labour accommodations on the Ministry of Human Resources and Emiratisation's website, regardless of whether the units are owned or rented.



Please click here for more information about the registration process

[Click here to view Ministerial Resolution No. \(44\) of 2022 Regarding Occupational Health and Safety and Labour Accommodation.](#)



The Midday Break

The Midday Break is one of the key pillars of UAE labour market legislations, aimed at ensuring a safe working environment that meets the best practices and requirements for occupational health and safety, as well as preventing injuries and other complications to workers as a result of working in high temperatures during the summer months.



Ban period:

June 15 - September 15 of each year



Ban timing:

12:30 PM to 3:00 PM



Prohibited activities:

All work performed outdoors and under the sun.



Wage protection





Establishments registered with the Ministry must pay their employees' wages by the due date through the Ministry's approved Wage Protection System (WPS), starting from the first day of the following month until the end of the period on which the employee's wages are determined in the employment contract. If this period is not specified in the employment contract, wages must be paid at least once a month.

We urge you to ensure the payment of wages within the first 15 days of the due date in order to comply with policies and regulations and avoid any potential violations.

Savings Scheme

“Alternative End-of-Service Benefits System”

A voluntary alternative to the end-of-service gratuity system currently in effect outlined in Federal Decree-Law No. 33 of 2021 Regarding the Regulation of Employment Relationship, where employers pay a monthly subscription to an investment fund for the purpose of enabling beneficiaries to receive their entitlements upon completion of their employment from the basic subscription amount allocated to them, along with any investment returns generated, in lieu of their end-of-service benefits.

Key Benefits of the Alternative Savings Scheme for Companies:

- Cost savings in the medium term, as the cost is lower compared to paying end-of-service gratuities.
- Promotes a proactive approach in managing financial obligations, supporting the long-term financial health of the company.
- Improves the company's corporate reputation in the labour market within the country.
- Increases employee loyalty, contributing to the attraction of top talent and enhancing employee well-being.
- Builds employees' financial assets, offering safe and reliable investment returns.
- Boosts employee productivity by enabling them to grow their financial assets.



For more information about the system and how to subscribe, please visit the Ministry's website at

Mohre.gov.ae

then click on “Voluntary Alternative End-of-Service Benefits System”

Workers Protection Programme

The programme provides insurance coverage for all the worker's financial entitlements, including unpaid wages.

It offers insurance coverage under an insurance policy to cover the worker's entitlements in the event the employer refuses to pay, with a maximum coverage of 20,000 dirhams for a period of 30 months. The policy also covers the cost of repatriation of the worker's remains.

Employers are required to purchase an insurance policy for all employees to ensure their financial entitlements as a key requirement for issuing a work permit.



Unemployment Insurance Subscription

The unemployment insurance system aims to compensate the insured with a cash amount for a limited period in the event of an involuntary work termination.

We urge you to direct all your employees to enroll in the unemployment insurance system, which went into effect beginning of 2023. Enrollment and purchasing of the insurance certificate should be done through the designated channels.

The insurance premium is paid based on the basic salary of the insured and determined based on the following categories:

First Category: Not more than AED (5) five dirhams per month if the basic salary is AED (16,000) sixteen thousand dirhams or less

Second Category: Not more than AED (10) ten dirhams per month if the subscription salary exceeds AED (16,000) sixteen thousand dirhams.

Subscriptions Channels and Premiums Payment:

- Unemployment insurance provider website
- Unemployment insurance service provider mobile application
- Unemployment insurance service provider call center
- Business service centres specified by the Ministry
- ATM machines - Kiosk devices
- Licensed exchange bureaus
- Banks mobile applications
- Text messages or bill of approved telecom companies in the country



**For more information,
please visit the link**



Health Insurance Package

In line with the Cabinet's decision to extend health insurance coverage to include all emirates for workers in the private and domestic workers sectors starting from 1 January 2025, the Ministry of Human Resources and Emiratization, in collaboration with the Federal Authority for Identity and Citizenship, Customs and Port Security, the Ministry of Health and Prevention, and in coordination with a number of insurance companies, has launched a basic health insurance package for workers in the private sector and domestic workers sector. This package provides health insurance at competitive prices and with nominal treatment costs for workers in the private and domestic workers sectors across the UAE.

Starting from 1 January 2025, employers are required to purchase the newly introduced health insurance policy as a prerequisite for issuing or renewing residency permits, through the DubaiCare Network or any of the approved insurance companies. Workers with residency permits issued before 1 January 2025 are exempt from this requirement, but the insurance must be purchased when renewing their residency.



To learn more, please visit the
Ministry's website:

[Mohre.gov.ae](https://mohre.gov.ae)



Learn About Violations and Administrative Penalties

Your compliance with regulations and laws helps you avoid paying fines for the following violations:

- Delaying the payment of workers' wages in the establishment
- The establishment not engaging in its core business activity
- Failure to provide worker accommodation
- The establishment exploiting or misusing the granted electronic permissions
- Fake Emiratization
- Providing incorrect data and documents
- Failing to renew documents
- Failure to onboard a citizen or discontinuation of work
- Terminating a citizen's service and re-employing them in the same company
- Failing to report changes to entitlement terms and conditions
- Failure to comply with hiring the trainee after the training period



To learn more, you can visit the Ministry's
website under **Laws & Regulations**