



FAQ

1. What is “Employment Contract”?

Is the contract, that controls relationship between FEWA and the employee, specifying conditions, salary and privileges like health insurance, air- tickets...etc.

2. What is “Job Description”?

It is a detailed description of the vacancy, like qualifications, skills...etc.

3. What is the difference between “Basic Salary” and Total Salary”

“Basic Salary” is the salary set for the start of the grade according to grades and salary schedule adopted by FEWA.

“Total Salary” is the basic salary plus allowances and benefits.

4. When the employee becomes entitled to get his salary?

The employee is entitled to get his salary from actual date of joining.

5. What is meant by “Probation Period”.

Probation Period starts from date of joining and lasts for three months, renewable for similar period, after which he will be evaluated and either kept in position or terminated.

6. What are FEWA working hours?

7:00 a.m – 2:00 pm (Sunday – Thursday)

2:00 p.m – 9:00 pm

Shifts are on the basis of 8 hours per shift.



7. What is to be done in case of emergent absence?

You have to inform your line - manager.

8. What are the official holidays?

- Hihri year – 1st Maharam (1 day).
- Prophet Birthday – 12 Rabia AL-Awal (1 day).
- Isra and Miraj – 27 Rajab (1 day).
- Eid EL-Fitr – 29 Ramadan – 3 shawal.
- Eid AL-Adha – 9 – 12 Zul- hija (4 days).
- New Year – 1st January (1 day).
- UAE National Day – 2 – 3 December (2 days).

9. What is employee's entitled leave?

Depends on the employee's grade.

- Higher grades are entitled for 30 working days.
- Other grades are entitled for 22 working days.

10. Can I get annual leave during Probation Period?

No. this not allowed.

11. Can I get Cash in-lieu of my leave?

No. This is not allowed. However, Cash in-lieu of leave can be paid in case of termination of service based on the basic salary.

12. What is Paternity leave?

Paternity leave is granted for three days to an employee who begets a live child in UAE. This leave can be continued or intermittent and paid on full-salary basis.

13. What is Haj leave?



The muslim employee is granted full-paid leave of (15) days to perform Haj, with a maximum of two leave during his service with a time span of (10) years between the two leaves. However, the employee can join Haj leave with annual leave, but cannot claim for Haj leave before successful ending of probation period. The employee must also submit evidence of performing Haj.

14. What are the reasons that can cause termination of service?

Reasons for termination of services are the following:

- Resignation.
- Retirement age.
- Death.
- Medically unfit.
- Unifit for the job.
- Federal Decree.
- Termination by Cabinet resolution.
- Administrative Violation or Court order.
- Withdrawal of nationality.
- Termination or non-renewal of Contract.
- Unjustified absence for (10) continuous days or (20) intermittent days within one year.
- Restructuring.
- Succession Plans (after giving two months notice)

15. What are the consequences of cancelling a training course by an employee?

The employee has to submit five days notice prior to the course date and provide a substitute, otherwise, failing shall result in deducting course costs from his salary. In addition, failing to submit justified reasons shall render employee banned from training for six months.



16. Shall the employee refund training course fees and costs in case of resignation?

Training course fees are to be paid back if the employee resigns less than six months (or project ends) from date of the last course attended by the employee. These costs may be deducted from his salary or gratuity on proportional basis. However, training course expenses less than D.H.5000 are waived and the GM may also waive such expenses, or part thereof, if he deems fit.

17. What are the conditions for granting technical allowance?

Local employees occupying technical post are given technical allowance as per the following rules and conditions.

- To be graduate or diploma holder in the related field.
- Practising technical job.

The employee shall not be entitled for technical allowance in the following cases:

- Transefered to another job.
- Delegation of an employee as “Acting” in any post, shall not entitle him for technical allowance unless he is confirmed in the post.



- Taking any paid leave, except annual leave or unpaid leave.

18. What categories which are paid shift allowance?

Local employees working on shifts are granted shift allowance.

19. What is the penalty for divulging information?

As per FEWA rules and circular No. 9/2014.