

# Employment Contract

## Non-Sponsored Employees

Passport No.: \_\_\_\_\_

This Contract is made in Dubai U.A.E.

On: \_\_\_\_\_ .the \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

Between:

Address

Hereinafter called the Company Represented by

And

Address:

Hereinafter called the Employee

Nationality \_\_\_\_\_ Passport No: \_\_\_\_\_

The Employee undertakes to work with the Company as: \_\_\_\_\_

This Contract is valid for one year with the effect from: \_\_\_\_\_

Renewable automatically for the same period: \_\_\_\_\_

At a Basic Salary of AED: \_\_\_\_\_

The Company will provide the Employee with:

Accommodation: \_\_\_\_\_

Food: \_\_\_\_\_

Transport: \_\_\_\_\_

**Please specify Yes/No or mention allowance**

1. The first three month of employment shall be probationary. During this period either side may terminate the contract without notice.
2. This Contract may be terminated:
  - a. By the Company without notice if the Employee is absent with out permission for more then 7 days: violation safety rules; causes substantial loss to the company; convicted of dishonesty, is drunk on duty; is ill-disciplined.
  - b. By each party giving 30 days notice in writing to the other (after the probationary period.)
3. Working hours will be \_\_\_\_\_ hours per day for \_\_\_\_\_ days per week.
4. Overtime will be paid at 125% of the basic hourly rate.
5. The Employee will be entitled to Public Holidays, as notified for private companies, with full pay.
6. The Employee will be entitled to 30 calendar days paid vacation per year of service.
7. Subject to medical recommendation, the Employee will be entitled to 15 days sick leave on full pay plus 30 days on half pay in any one year service (In addition-Female employees are entitled to 45 days paid Maternity leave).

This Contract supersedes any previous dated contract between the Company and the Employee.

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**Company**

Employee Signature (Authorized Signatory & Stamp)

This Contract is subject to LD Attestation.

Checked By:

Approved by:

Please note, text should be printed on both sides of one page