



الإمارات العربية المتحدة  
وزارة الموارد البشرية  
والتوظيف

# Building a stable labour market together





## This article will cover the following key points:



Additional Working  
Hours (Overtime)



Wages



Leaves



## Additional Working Hours (Overtime):

### Important information:

The standard working hours is eight hours per day, or 48 hours per week.



As an employer, you may require the worker to work additional hours beyond the normal working hours, provided that it does not exceed two hours per day, and total working hours do not exceed 144 hours every three (3) weeks.



For additional working hours, workers is entitled to overtime pay equal to the regular working hours' pay, calculated based on the basic wage, plus an increase of at least 25% of that wage.



The worker is entitled to overtime pay for hours worked between 10:00 pm and 4:00 am, which will be equal to the regular working hours' pay, calculated based on the basic wage, plus an increase of at least 50% of that wage. This provision does not apply to shift workers.



The worker is entitled to compensation for working on their rest days as specified in the employment contract, either by being compensated with an alternative day off, or with payment of the wage for that day according to the wage established for normal business days, plus an increase not less than 50% of the basic wage for that day.



It is prohibited to employ workers for more than two consecutive rest days, excluding day labourers.



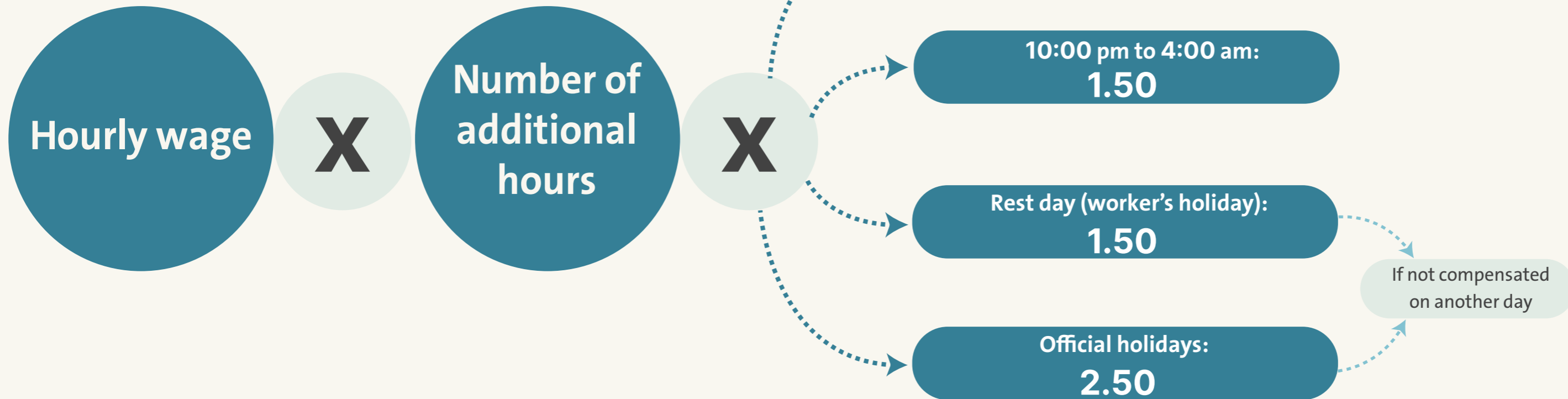


# Leaves

Understanding how overtime pay is calculated

To calculate a worker's hourly wage:

$$\text{Basic salary} \div 30 \div 8 = \text{Hourly wage}$$





# Wages

## Important information:



To protect your rights and those of the workers, the payment of wages to workers at establishments has been approved through the Wage Protection System (WPS).



Workers' wages must be paid within the first 15 days after the due date, unless a shorter period is stipulated in the employment contract.



If the worker receives a financial advance, you may deduct up to %20 of the wage during the month.



## Wages



Paying wages through the WPS and submitting all required documentation protects you as an employer and preserves your rights.



If you encounter difficulties in paying workers' wages, contact the Ministry to evaluate the situation and request legal advice.



## How to register in the Wage Protection System (WPS)



- The establishment contracts a Wage Protection System agent from either a bank, exchange company, or financial institution approved by the Central Bank, and the service commission fees are agreed upon between both parties.
- The establishment bears all costs associated with subscribing to the system, including bank commissions, service agent fees, or other expenses. Workers may not be charged any of these costs, including deductions from their wages, whether directly or indirectly.

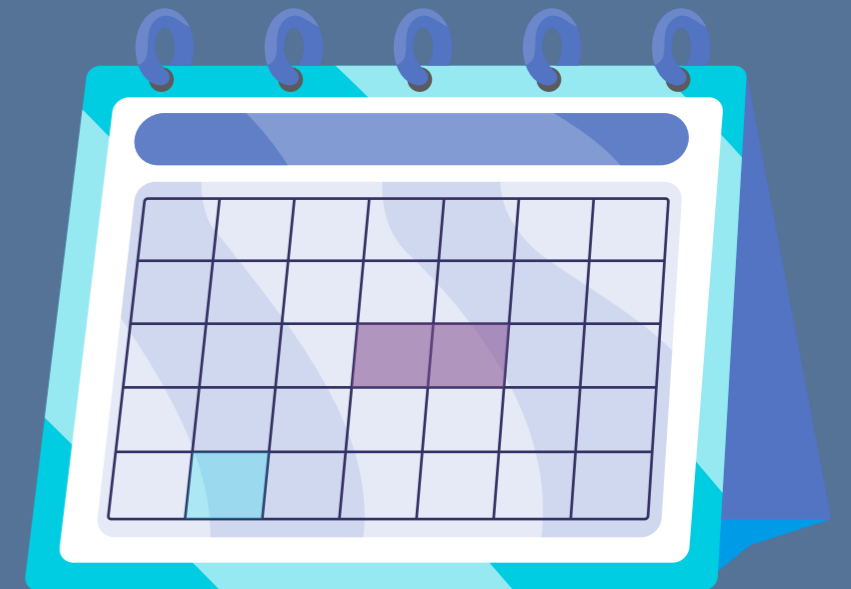


## LEAVES:

There are various types of leaves for workers in the UAE, which contribute to raising the quality of life for workers and increasing productivity:

### Annual leave

Workers are entitled to an annual leave with full pay of no less than ٣٠ days for each year of their service, in accordance with the applicable legislation and with the consent of the employer.







## Various holidays

### Leave type



Study leave

- The establishment may grant workers study leave to take part in exams. (Two years of service)



National service

- Sabbatical (with pay)



Mourning

- In case of death:



Parental

- Within 6 months as of the date of the child's birth

### Who is entitled?



- Worker

10 working days



- UAE citizen

According to the laws and regulations in force in the UAE



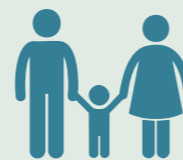
- Grandparents, siblings, children, grandsons

Starting as of the date of death

3 Days

- Spouse

5 Days



- Both spouses

5 working days