



UNITED ARAB EMIRATES UNIVERSITY

Section: UNI-GEN

Policy Number: 0

Date Approved: 8 November 2006

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Responsible Office: Secretary General

Definition of Terms

I. Policy

The terms and expressions used in the policies and procedures have the following meanings, unless otherwise indicated in the text:

Chancellor: The Chancellor of the United Arab Emirates University.

Academic Year: A one-year period established annually in the official University calendar.

Arab Employees: Employees who hold the passport of an Arab country in which their UAE residence visa is placed. An Arab country is one that is a member of the Arab League of Nations.

City of Residence: The city within the country of residence to which airline tickets will be provided. (Refer to Country of Residence.)

Contract Year: A one-year period commencing on the employee's date of appointment and terminating on the day preceding the following anniversary date.

Country of Residence: The location designated by the employee where he/she has his/her normal place of residence, having a right to reside permanently in that country and having a passport of that country in which is placed his/her UAE residence visa. This location will be stated in the employment contract and is not normally subject to change throughout the duration of the contract.

Day: The word *day* always refers to a calendar day, unless otherwise specified.

Eligible Dependents: Eligible dependents are your spouse and:

- The biological children of the employee or the employee's spouse who are not above eighteen years of age.
- The biological children of the employee or the employee's spouse who are over 18 and up to 23 years of age and who are continuing their studies full-time until the end of the first university degree. This portion of the definition does not apply for Health Insurance.

Employee: The terms *employee*, *he*, *him* and *his* all refer to both male and female employees, unless otherwise indicated.

Expatriate Employee: Any employee who is not a National.

He/His: Refers to either male or female employees.

Immediate Family: An employee's immediate family for leave application purposes shall consist of spouse, son, daughter, brother, sister, father, mother, father/mother of spouse and grandparents.

Law: The Federal Decree law concerning the establishment and organization of the UAE University.

National Employees: Employees who are citizens of the United Arab Emirates.

Non-Arab Employees: Employees other than Arab employees.

Pensionable Salary: The salary used in connection with retirement deductions for employees who are UAE Nationals.

Tuition Fees: Those fees detailed by the school on an official invoice to cover education fees as per current policy and procedures. Tuition fees are those rates approved by the Ministry of Education.

Work Day: A work day is a day on which an employee is normally scheduled to work.

Working Hours for Staff: Normal working hours are eight hours of work per day, forty hours of work per week. Working hours may be modified by shift work and other needs of the University.

II. Application

This policy shall apply to all faculty, staff or other appointments at the United Arab Emirates University.

III. Related Policies

IV. Revision History

Date	Revision
1 Feb 2006	Chancellor Decree Number/2006: 13