



UNITED ARAB EMIRATES UNIVERSITY

Section: HR-ALL

Policy Number: 06

Date Approved: 5 September 2004

Effective Date: 5 September 2004

Date Last Revised: 5 September 2004

Responsible Office: Secretary General

Chancellor Decree Number: 128/2004

Vacations and Leaves

I. Policy

The United Arab Emirates University provides a vacation benefit as part of the employment contract for all regular employees. The benefit is provided to ensure that employees take regular vacation for their physical and mental well-being. This policy applies to faculty appointments, academic administrative appointments and staff appointments. Each employee will be advised of his/her employee group for the purpose of determination of vacation entitlement. The University shall issue procedures for the granting of annual vacations.

With the approval of the appropriate Associate/Assistant Provost or the Secretary General, an employee may carry up to one year entitlement of unused vacation days forward where vacation can not be taken due to work requirements.

In special cases, and where vacation can not be taken due to work requirements, and with the approval of the Provost, an employee may receive payment in lieu of vacation days.

Sick Leave

Employees are entitled to sick leave. Sick leave covers both illness and injuries, including work-related injuries.

Special Leave

With the approval of the appropriate University official, an employee may be granted special leave with pay once only in each contract year for valid

reasons as determined by the University. Any special leave in excess of the approved days shall be without pay.

Bereavement Leave for Muslim Women

In the event of the death of the husband of a Muslim female employee, she will be granted a bereavement leave with full pay for a period of four months and ten days.

Maternity Leave

Female employees are entitled to maternity leave. Additional maternity leave without pay may be approved by the appropriate University official.

Sabbatical Leave

Upon the recommendation of the Associate/Assistant Provost and with the prior approval of the Provost, University employees may be granted up to one year sabbatical leave, based on applicable procedures and regulations.

Study Leave

United Arab Emirates National employees of the University may undertake further education to support their career progression through study leave. The program of study may be on a full- or part-time basis, with or without pay. An overseas program of study must be a full-time program.

II. Application

This policy shall apply to all appointments made to the United Arab Emirates University.

III. Related Policies

HR-ALL-02 Employment

IV. Administration

Questions concerning the interpretation and administration of this policy are to be directed to the Director, Human Resources.

V. Revision History

Date	Revision