



FREQUENTLY ASKED QUESTIONS

REGARDING

THE NEW WEEKLY WORK SYSTEM

QUESTION 1: Is there any change to official working days and hours?

ANSWER: According to the new weekly work system, official working days and hours are from Monday to Thursday, from 7:30 AM to 3:30 PM, with eight hours of work per day. On Fridays, working hours are from 7:30 AM to 12:00 PM, with four and a half hours of work.

QUESTION 2: Is Friday counted as a workday similar to other official working days?

ANSWER: Yes, Friday is considered an official workday, but the official working hours on this day are from 7:30 AM to 12:00 PM.

QUESTION 3: Can a government entity reduce the working hours set by the new weekly work system?

ANSWER: Government entities must adhere to the minimum working hours specified in the new weekly work system, which should not be less than 36.5 hours per week.

QUESTION 4: Is there any change to the approved leave hours within government entities?

ANSWER: Leave hours are an internal matter regulated by the official working hours policy approved by the government entity, in accordance with the needs of the job.

QUESTION 5: If an employee takes annual leave on a Friday, is it counted as a full day or a half-day?

ANSWER: Any annual leave taken on a Friday is considered the same as leave taken on other workdays, and it is counted as a full day, not a half-day.

QUESTION 6: Will the employee's salary be affected by the implementation of the new weekly work system?

ANSWER: The employee's salary will not be affected by the change to the new weekly work system.

QUESTION 7: Can a government entity apply flexible working hours on all weekdays, including Fridays?

ANSWER: Yes, the government entity may continue to apply the flexible working hours system under the new weekly work system, allowing attendance between 6:30 AM and 8:30 AM for eight hours, except on Fridays, which will be for four and a half hours.

QUESTION 8: Can an employee be granted leave hours on a Friday?

ANSWER: Granting leave hours on a Friday is an internal matter regulated by the government entity's official working hours policy in line with the job's needs.

QUESTION 9: Can the government entity continue to apply the remote work system under the new weekly work system?

ANSWER: There is no restriction on continuing the application of the remote work system under the new weekly work system, as long as it is approved by the government entity.

QUESTION 10: Can a government entity apply the remote work system on Fridays for all employees?

ANSWER: There is no restriction on applying the remote work system on Fridays, whether for all positions or some. However, this must comply with the rules and regulations in

Executive Council Resolution No. (36) of 2020 regarding the remote work system for Dubai Government employees.

QUESTION 11: Is a female employee entitled to nursing hours on Fridays?

ANSWER: Female employees are not entitled to nursing hours on Fridays, as the official working hours on Fridays have been reduced to four and a half hours.

QUESTION 12: Will the new weekly work system affect the accrual of annual leave balances?

ANSWER: The accrual of annual leave balances will not be affected by the implementation of the new weekly work system.

QUESTION 13: How is overtime calculated under the new weekly work system?

ANSWER: There is no change in how overtime is calculated. Overtime is calculated after official working hours or during official weekends or holidays, as per the new weekly work system.

QUESTION 14: Are shift employees' working hours reduced to four and a half hours if their shift falls on a Friday?

ANSWER: No, the working hours of shift employees are not reduced if their shift falls on a Friday.

QUESTION 15: Will the shift work system be affected by the new weekly work system?

ANSWER: The shift work system will not be affected by the new weekly work system. Shift work is organized based on the needs and requirements of the job, provided that shift hours do not exceed 48 hours per week.

QUESTION 16: Can employees be granted short study breaks on Fridays?

ANSWER: There is no restriction on granting short study breaks on Fridays if required by the employee's approved study schedule.

QUESTION 17: Can working hours be reduced for employees of determination under the new weekly work system?

ANSWER: If a medical report from the Dubai Medical Committee recommends reducing the working hours for an employee of determination, their hours can be reduced. However, their daily working hours must not be fewer than five hours, as stated in Article (18) of the Human Resources Management Law of the Government of Dubai No. (8) of 2018. On Fridays, no further reduction applies, as the working hours are already set at four and a half hours.

QUESTION 18: Can an employee's working hours be reduced based on a recommendation from the Dubai Medical Committee under Article (80) of the Human Resources Management Law of the Government of Dubai No. (8) of 2018, in light of the new weekly work system?

ANSWER: Yes, if a medical report from the Dubai Medical Committee recommends reducing working hours for an employee due to medical reasons, their hours can be reduced. However, the daily working hours must not be fewer than five hours, as per Article (80) of the Human Resources Management Law. On Fridays, no further reduction is applied, as the official working hours are four and a half hours.