

Core HR Policy Templates

Attendance · Annual Leave · Disciplinary Procedure | UAE Labour Law Aligned | HR Kingsman — Arseel Nasher

■ This document contains template frameworks for core HR policies. Customize each policy to reflect your organization's culture, UAE Labour Law requirements, and operational needs. All policies must be signed by the authorized signatory and communicated to all employees.

■ ATTENDANCE & WORKING HOURS POLICY

Section	Policy Content		
1. Purpose	This policy defines the expected attendance standards, working hours, and related requirements for all employees.		
2. Working Hours	Standard working hours are [X] hours per day, [X] days per week, not exceeding 48 hours per week in accordance with UAE Labour Law.		
3. Attendance Requirements	All employees are required to be present and ready to work at their scheduled start time. Persistent unexplained lateness may result in disciplinary action.		
4. Absence Reporting	Employees must notify their direct manager and HR before or within 1 hour of their scheduled start time on any day of absence.		
5. Overtime	Overtime requires prior written approval from the department head. Approved overtime is compensated at the rates prescribed by UAE Labour Law.		
Approved By		Title	
Signature		Effective Date	
Review Date		Version	1.0

■ ANNUAL LEAVE POLICY

Section	Policy Content		
1. Entitlement	Employees who have completed 1 year of continuous service are entitled to 30 calendar days of annual leave.		
2. Leave Planning	Leave must be planned in advance and submitted via the HRMS at least [X] weeks before the planned date.		
3. Leave Carry-Forward	A maximum of [X] days may be carried forward to the next calendar year with manager and HR approval. Leave balance resets on 1st January.		
4. Leave Encashment	Unutilized leave may be encashed upon termination of employment at the daily basic salary rate for the balance outstanding.		
Approved By		Title	
Signature		Effective Date	
Review Date		Version	1.0

■ DISCIPLINARY PROCEDURE

Section	Policy Content
1. Purpose	This procedure provides a fair, transparent, and legally compliant framework for addressing employee conduct and performance issues.
2. Investigation	All disciplinary matters must be investigated before action is taken. The employee must be notified in writing of the allegations.
3. Stages of Discipline	Stage 1: Verbal Warning (documented). Stage 2: First Written Warning. Stage 3: Final Written Warning. Stage 4: Termination.
4. Right of Appeal	The employee has the right to appeal any disciplinary decision within 5 working days of receipt. Appeals are reviewed by the HR department.

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Section	Policy Content		
5. UAE Labour Law Compliance	All disciplinary actions comply with Federal Decree-Law No. 33 of 2021. Termination without cause requires the application of written notice and severance pay as per the law.		
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