



Circular No. (9) of 2024

Regarding the "Back to School" Policy for the Academic Year 2024-2025 AD

To the kind attention of all Ministries and Federal Entities,

The Federal Authority for Government Human Resources (FAHR) would like to extend to you its best regards, wishing you continued progress and success.

According to the "**Back to School**" policy approved by the UAE Cabinet, and with reference to the circulars issued by FAHR in this regard, FAHR is pleased to share with all ministries and federal entities the content of the above-mentioned policy in order to enable its employees to benefit from the flexibility contained therein, according to the following themes:

First Theme: The first school day (elementary school and above):

1. The employee is granted flexibility in time and attendance on the first school day of the new school year to take his children to and from school or home.
2. The period of flexibility mentioned in Clause 1 above shall not exceed a total of three hours on the first school day.
3. The difference in the start days of the school is taken into account according to the curriculum specified for the school by the competent authorities.
4. Flexibility in time and attendance is granted in accordance with the regulations in force in the entity and with the approval of the direct manager.

Second Theme: Flexible working hours in the first week for caring for nursery and kindergarten children:

1. The employee is granted flexibility in time and attendance for all days of the first week of the new school year to take his children to and from the nursery or home.
2. The period of flexibility mentioned in Clause 1 above shall not exceed a total of three hours on all days of the first week.



3. The difference in the start days of the school year is taken into account according to the curriculum specified for the nursery or kindergarten by the competent authorities.

4. Flexibility in time and attendance is granted in accordance with the regulations in force in the entity, and with the approval of the direct manager.

Third Theme: Flexible working hours on other occasions and circumstances related to the school year:

The federal entities in the country issue the necessary internal regulations to enable their employees to support their student children in the following aspects, without disrupting the workflow in the entity, and without conflicting with the Human Resources Law in the Federal Government:

1. The employee may be granted permission for a period not exceeding three hours to attend parent-teacher meetings in his children's schools, in implementation of the Parents' Councils Regulations.

2. The employee may be granted permission for a period not exceeding three hours to attend graduation ceremonies, events and activities for his children.

We would also like to emphasize the FAHR's keenness to provide support to federal entities, regarding any aspects related to the implementation of the themes mentioned above, by communicating with them through the channels shown below.

Kind regards,

Federal Authority for Government Human Resources

For further inquiries, please contact us through the channels provided by the FAHR:

- Unified Call Center: 600525524

- Customer Happiness System (CHS): <https://www.fahr.gov.ae/CRM/en>

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