



# Employee Handbook

<b>Approved/reviewed by</b>	
<b>Principal</b>	
<b>Date of review</b>	<b>September 2021</b>
<b>Date of next review</b>	<b>August 2022</b>

This procedure is reviewed annually to ensure compliance with current regulations

## Contents

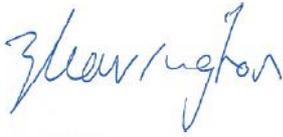
1.	Principal's Introduction .....	3
2.	School Vision.....	4
3.	Getting Started .....	4
4.	New Employees .....	4
5.	General Information .....	9
6.	Salary Administration .....	13
7.	Benefits (if applicable).....	16
8.	Time Away from SBS.....	16
9.	Personnel Records .....	21
10.	Leaving SBS .....	23

## 1. Principal's Introduction

This HR handbook contains relevant information for all Safa British School employees. You are required to familiarise yourself with the contents of this handbook, and you are requested to contact the HR department if you do not understand a specific section. This handbook is updated regularly.

Please note that all school policies are updated and available on the shared area on the school system. **It is an expectation that every member of staff has read and familiarise themselves with all the school policies and signed the Declaration of Tolerance.**

I thank you for your time in reading the handbook. It is an expectation of your employment at SBS that you have read the HR handbook and that you comply with the contents of this handbook.



**Zara Harrington**  
**Principal**

## **2. School Vision**

At SBS we aim to create a school that unlocks the potential of every child.

## **3. Getting Started**

This handbook is designed to provide an overview of the policies and procedures at SBS and the many resources and opportunities that are available to you. These pages should assist you in understanding what SBS expects from you as a staff member and what you should expect from SBS. For questions not answered here, please refer to the SBS HR Department.

Regardless of whether you are newly employed or a treasured returning staff member, you should take time to familiarise yourself with this handbook. It is intended to help you establish a successful working relationship as a member of the SBS community.

## **4. New Employees**

The following areas require early attention when new staff are beginning their work at SBS.

- Labour Contracts

All employees are required to have a Labour contract. All SBS contracts are considered as “Unlimited Contracts”. The Labour contract is the official contract between the employee and the school. It is the responsibility of the employee to provide the necessary documents needed to obtain the Labour Contract.

Employment shall be conditional upon the issuance and maintenance of a valid UAE Visa and Residence Permit. In the event that a Visa or Residence Permit is not obtained by a local or nonlocal staff member, any contract or understanding between the teacher and the School is null and void unless otherwise authorized by Senior Management.

- Employment Visa

SBS will facilitate all visa procedures for employees that require a visa. The employment visa application process normally takes one to four weeks but it can take longer due to unforeseen circumstances, missing information or government processes.

You will be required to undertake a government medical examination in Dubai shortly, after your work visa is approved. This is to comply with Government regulations and is a requirement for securing your residency permit for the UAE. Work visas are valid for two (2) years.

When the time comes to renew your employment visa, kindly contact HR who will notify you about the documentation you will need to submit.

- Sponsorship

On your arrival in Dubai, we will assist you in the finalisation of the visa process. SBS sponsors you as an employee and you are then responsible for the cost and sponsorship of your spouse and/or children. At times, due to unforeseen circumstances, there may be delays with your visa which may impact your ability to sponsor your family. SBS is not responsible for any costs related to your family visa processing, overstay or fines.

- Sponsoring Spouse

If the employee is sponsoring their spouse, the marriage certificate should be attested by the UAE embassy in the respective country of origin (with a legal translation into Arabic if the document is in English).

- Sponsoring Children

For sponsoring dependent children, the birth certificate/s of children have to be attested by the UAE embassy in the respective country of origin. Additional documents may be needed for sponsorship:

- Divorce Decree or Spouse's Death Certificate (if applicable)
- Custody of Dependents (if applicable)
- Divorced/Separated mothers who wish to sponsor their children in UAE must provide an authenticated document signed by the child(ren)'s father stating that he authorises the mother to sponsor the child(ren) for residence in UAE. Change of Name certificate (if applicable)

Note: Male dependents over the age of 18 cannot be sponsored by their parents unless they are enrolled in an educational institute in the U.A.E. Proof of enrolment will be required. Female dependents over the age of 18 may be sponsored by their parents (if they, the dependents, are not married).

- Sponsoring Parents

UAE expatriates, holding valid resident visas having a minimum salary of Dh 20,000 or a monthly pay of Dh19,000 plus a two-bedroom accommodation can obtain one-year renewable resident visas for their parents or parents-in-law.

Employees have to sponsor both your mother and father together and show proof that you are their sole provider and that there is no one to take care of them in your home country.

1. However, if your parents are divorced or one is deceased, you should carry documentary proof, when visiting the Department of Naturalization and Residency Dubai (DNRD) to obtain the entry permit visa, which is the first step before you can apply for a residence visa.

2. Typed application form from registered typing centers
3. Original passport of sponsor and parent/s
4. One photo each of the parent/s
5. Proof of relationship from your embassy or consulate attesting relationship and that you are the sole provider and care taker for your parent/s
6. Copy of Labour contract for the sponsor or salary certificate from employer.
7. Three to six months copies of bank statements.

\*Regulations in the U.A.E. are subject to change without notice and additional information may be required.

- Emirates Identity Card

It is a single nationality identity card mandated by the UAE Federal Government. Instead of having multiple identity cards like driving licenses, work permits, employee cards, passports, e-cards, it will eventually eliminate the need to carry multiple cards. This identity card will be used as a single card to access most of the services in the country.

All UAE nationals and expatriates who are working or residing in the country have to go through the process of obtaining the card. The HR Department will facilitate obtaining the card for you. Processing can take two to three weeks. All staff are required to take out their own travel and medical insurance until their Identity card and school medical insurance has been approved and validated.

Employees sponsored under their husband's visa, need to provide a copy of their Emirates ID and their sponsor's Emirates ID.

For more information, please visit this website:

<http://www.emiratesid.ae/en/home.aspx>

Employees who are leaving SBS and are sponsored by SBS, are required to return the Emirates ID as part of their clearance.

- Lost Emirates ID Procedures

Employees sponsored by SBS who lose their national identity card, or suspect it has been stolen, must by law report it immediately to the nearest Police and Emirates Identity Authority centre and your HR Department. You must also fill in the "replacement for damaged or lost card" form at any authorised typing center or from the ID authority's website. Any costs incurred will be paid for by the employee.

- Probation

All new SBS employees undergo a probationary period for a minimum of six months. Within the first six months of employment, you will be under evaluation and receive a formal classroom observation. This evaluation period should be used as a time of frequent communication between you and your Line Manager. The probationary period enables you to evaluate whether SBS is a suitable match for you and it also allows SBS to evaluate your performance and acclimation to the school environment and culture.

Employment can be ended by either the employer during the probationary period without notice within the (6) six months timeframe and without severance benefits, unless otherwise mutually agreed. At the end of the probationary period, the Principal will meet with you to review your performance and you will be notified by that:

- You have successfully completed your probationary period.
- Your probationary period is being extended; the reasons will be given.
- You have not satisfactorily completed your probationary period and your employment will be ended and the effective date of separation.

In the event that you fail to complete the employment term as mentioned in your contract, you will be liable to compensate SBS for recruitment costs, relocation costs, visa/Labour card costs and any other expenses related to your recruitment. SBS will cancel all Labour contracts and visas and you will be repatriated back to your home country as per contractual terms. Expatriates residing in school accommodation shall be granted accommodation for one month only from their last working day.

## **5. General Information**

- **Work Timings**

Normal working hours for teachers is from 7:15am to 3:45pm Sunday to Wednesday and 7.15am to 2pm on Thursday. Staff will be expected to undertake the duties pertinent to their appointment.

In addition to these duties certain employees may be expected to participate in extracurricular activities and responsibilities related to the educational profession, such as but not limited to staff meetings, parent's meetings, open days, training, Professional Development Days, cover for short term absences and participation in community activities whenever requested by the

Principal.

- **Academic Year**

The Principal will define the school calendar, including non-student days and hours in the workday. The Government of the UAE, KHDA, or the Ministry of Education will authorise this calendar.

- **Mobile Usage**

Mobile usage should be at staff's professional discretion, limited, unless necessary, to break times.

- Workplace Attire

Staff should dress modestly in culturally sensitive business attire. Shoulders, knees and midriff should be covered at all times.

Thursdays are casual dress. Comfortable, casual wear that is culturally sensitive. Staff are not permitted to wear ripped jeans.

**Females:**

- Trousers, skirts, dresses (below knee length)
- Tops with sleeves
- No backless shoes
- Abaya

**Males:**

- Trousers, chinos or tailored shorts
- Short or long sleeved shirts
- Collared polo shirts
- Kandora

If you are unsure of dress code, please see your line manager. If dress code is not adhered to then this will be deemed as a breach of staff conduct.

- SBS Identification Badge

All SBS staff will be supplied by HR with an identity security badge that should be worn and visible at all times both when in school or outside the premises on school business. It is the responsibility of the member of staff to inform their manager if their I.D. badge is lost/stolen. I.D. badges are not transferrable to other employees

and all staff must turn in their badge to their supervisor at the end of their employment at SBS.

- Biometric Door Access

To maintain the safety and security of our students and staff, our Biometric Access Control Systems allows only authorised users to gain access to designated areas in the school. During your induction, HR will capture your fingerprint to upload into our access control system. When door codes are used these are not permitted to be given to unauthorised users.

- Recording Attendance

SBS uses electronic time attendance to monitor attendance and punctuality. Face recognition will be captured during the orientation process for the time attendance machine. Please note that signing in and out is a professional responsibility and failure to sign in and out, signing in late or leaving early more than twice a month may result in deduction of pay, payroll discrepancies and/or disciplinary actions.

- Access to the Facilities

Employees must present their valid SBS ID card to the security should you wish to access the buildings during school hours and outside of normal school hours. Staff need to sign in and out at security outside normal working hours. From 18:00 to 06:00 any staff still working on the site must check in with security every 2 hours and shall not be alone on site.

- Staff Rooms

A dedicated area will be set up with a tea kettle/microwave and refrigerator in the staff rooms. No other area of the school is permitted to have kitchen equipment. We hope you will use these areas to sit down, have a cup of tea or coffee, take a breather, catch up on marking or take a much-needed reboot.

- Canteen

The school canteen is available from 07:00 till 15:00. No “tabs” are available. All food & beverage must be paid for in cash/card. All hot drinks should be carried around school with a secure lid.

- Smoking

Smoking is prohibited at all times on school grounds, near school entrances and at school sanctioned events held off school premises. No smoking is permitted outside the school ground in close proximity to the school or where visible to parents or students.

- Private Tuition

Private tuition in the U.A.E. is illegal. It is strictly prohibited for SBS staff to offer private tuition to any students for financial gain. Violation of this policy will result in disciplinary action up to and including termination of contract.

- Lateness and Attendance

Most staff maintain a very good attendance and punctuality record. In order to achieve maximum benefits for students, parents and staff, SBS expects all staff to maintain 98% attendance and punctuality rating or above.

To maintain a safe and productive work environment, SBS expects employees to be reliable and to be punctual in reporting for work. They should arrive in time to be at their classrooms/offices ready for work by the time indicated on their schedules, i.e. teachers and admin by 07:15am, TAs according to the terms and conditions of your contract.

In the rare instances when employees cannot avoid being late to work, they should notify their line manager as soon as possible in advance of the anticipated tardiness.

Repeated lateness impedes the service we want to deliver and repeated “triggers” may alert the school to undertake a review of an employee’s attendance and/or punctuality record.

Employees late more than twice a month, will be required to attend a Lateness Management Meeting with HR. Lateness in excess of three times a month will incur a 1/2 (half day) deduction of pay.

Reasonable trigger points that may also prompt the school to examine an employee’s record will be where, during the course of a month or other specified period, an employee is:

- Absent for two or more days
- Late three or more times
- Signs out early too frequently

## **6. Salary Administration**

- Payroll

Salaries are deposited electronically into the bank account of the employee’s choice and are normally deposited before the last working day of the month.

All employees are required to open an account with a bank in the Emirates. The bank account must be registered under the employee’s name.

It is the responsibility of the employee to open bank account. The school has a special relationship with RAK Bank and staff are encouraged to use RAK Bank accounts.

The school will not pay any salary in cash after two (2) months from the commencement of the employment.

- Direct Deposit

All salaries must be paid via Direct Deposit. Direct deposit provides the convenience of having a paycheck electronically deposited into a checking or savings account on payday. Staff can enroll for direct deposit by completing the Direct Deposit Authorisation Form and submitting it to HR along with an authorised account verification statement from their financial institution. This statement needs to include your Bank Name, Account Number and IBAN Number and Branch.

- Promotions

Employees have the opportunity for career growth and advancement through transfer and promotions within SBS. Promotions must be approved by the Principal and proprietors.

The specific procedures and qualifying periods for all employees applying for a transfer or promotion are outlined as follows:

- Current full time or part-time employees.
- Completed a minimum of six months of successful service in a position before becoming eligible to transfer or be promoted to another position at SBS (Exceptions to this six month requirement may be made by management).
- Meet all of the job qualifications for the position.
- Have not received formal performance or conduct counselling with a corrective action within the last six months of employment.

When an employee is placed in an “acting” capacity for a specific period of time, the employee remains in the current position but assumes duties of the higher-level position. A salary adjustment may be considered with the understanding that the increase will be discontinued when the “acting” assignment ends.

Once an employee has been promoted to a new permanent position, and if this accrues a new salary, this salary will not be reviewed for a 24-month period.

- Salary Advances

In rare cases where advances are extended by the School, specific approval from the Principal is required. All applications must be submitted to HR for processing. Approved salary advances will be forwarded to Accounts for processing and collection.

- Salary Terms and Conditions Confidentiality

All terms and conditions e.g. salary are strictly confidential between the school and the employee. Formal action will be initiated against any employee who discusses or conveys their salary or terms and conditions with another employee or parent (Not family member).

- Performance Management

The school operates a clear performance management / appraisal procedure. Targets are set and formal performance management meeting take place at least twice a year. Line managers will outline the details of the process to those they appraise / performance manage.

- Performance and Work Related Behaviour Counselling

When employees are not meeting workplace expectations, Line Managers have the responsibility to counsel and coach them. Line Managers are also expected to offer support in such situations and document these corrective action processes. In some instances, a “Performance Improvement Plan” will be initiated to assist Line Managers and employees in addressing and resolving performance problems. When considering corrective action Line Managers should consult with the Senior Leadership Team and Human Resources.

Note: Disciplinary verbal and/or written warnings given during the review period, will affect the employee’s overall performance evaluation rating.

## **7. Benefits (if applicable)**

- Private Medical Health Insurance

SBS offers medical insurance plans as required by Dubai Health Authority. For more information on our coverage, please meet with a member of the HR team.

- Flights

SBS provides cash payments, for all employees who are entitled to annual tickets to their home country. Annual economy class return ticket airfare eligibility is as per an employee's employment contract and upon continuation of employment for the following year. A one-way air ticket to your home country will be provided for employees departing from SBS. (Flight reimbursements will not exceed those on the attached list. See appendix 1.)

- Housing Allowance

**SBS provides any housing allowance in the form on 3 cheques in equal amounts**

## **8. Time Away from SBS**

- Part Day Leave of Absence

A part-time leave is a leave taken for important reasons. It is not granted automatically, and eligible employees will get approved leave only after the approval of the Principal. Employees on probation are not eligible for part-time leave.

Planned absences should be submitted for approval at least a week in advance.

Absence for part of a working day that has not been authorised and approved by the Principal will incur the automatic deduction of 1 (One) full days' pay.

Procedure:

A part-time leave form should be signed by the Principal and submitted to the HR for processing in order to avoid payroll discrepancies or deduction of pay. Request for leave of more than one day may only be approved by the Principal.

- Annual Leave

Annual leave is based on the Gregorian calendar and employees are entitled to annual leave depending on the employee's classification. Annual leave will be calculated per KHDA and U.A.E. Labour laws.

Unutilised leave for one year cannot be accumulated for use in subsequent year(s) and will lapse. Management written approval is required for use of unutilised leave in subsequent years. Employees will not be able to encash unutilised leave unless authorised by management.

Leave salary shall be calculated on the basic salary.

All school declared holidays that fall during the annual leave cannot be used to extend the leave nor can they be credited to the employee's annual leave.

Excess leave is not permitted unless prior written approval of the Principal is obtained. All excess leave taken will be counted as unpaid if the employee has not returned to work after the scheduled date of return.

Line Managers must notify the HR Department and relevant authorities of any unexplained employee absences of 2 or more continuous days.

Any member of administrative or support staff who needs to take annual leave should complete the Leave Form and have it approved by their immediate supervisor and HR.

Annual leave for teaching staff can only be taken during the KHDA approved annual leave period.

Teaching Staff:	60 days	Eligible after 6 months
Admin Staff:	45 days	Eligible after 6 months
Support Staff:	30 days	Eligible after 6 months

- Winter/Spring Break

Teaching and administrative staff are entitled to paid leave (winter/spring leave) as mandated by the school and the U.A.E. Labour Law. Extension of winter/spring break is not authorised without prior written approval. Failure to return from leave may result in disciplinary action up to and including termination. Additional days can be granted per management written approval.

- Sick Leave

Entitlement and administration of sick leave shall be in accordance with the provisions of the UAE Labour Law.

Employees shall not be entitled to paid sick leave during the probationary period. These conditions will be in accordance with the U.A.E. Labour Laws. After probation period employees are entitled to up to 15 days (intermittent or continuous) sick leave in one year, with full pay. However, if an employee has a chronic or serious illness in any one year, he shall be entitled to sick leave not exceeding 90 days either continuous or intermittent per each year of service, calculated as follows:

- The first fifteen days with full pay
- The next thirty days with half pay

- The subsequent period without pay.

A rolling, 12 month period, back to work interview will be required for sickness over 3 days.

For 2 or more consecutive working days of sick leave a medical certificate is required. Employees are requested to ensure that their illness and consequent absence is communicated to the HR Department through a Leave Form. Employees who are absent must notify a member of the leadership team of their absence between 6:00-6:30am. If at all possible, please inform your immediate line managers the night before.

Employees who fall ill during annual or other leave outside the UAE should provide an attested medical report from an accredited hospital or clinic. Sick leave entitlement will be reviewed based on the contents of the medical report. Should sufficient reports not be provided, leave cannot be claimed and extended leave period if applicable will be unpaid.

Sickness that falls during the annual leave period cannot be used to extend the leave nor can they be credited to the employee's annual leave.

A Leave form should be completed by the employee upon return from sick leave within two days. Failure to submit this form will result in the absence being unpaid and will not be reimbursed.

Employees who are absent due to sickness on the day before (Thursday) or the day after the weekend (Sunday) or Holiday, must provide a medical certificate. Failure to submit a leave form with a medical sick certificate will result in the absence and the weekend being unpaid and will not be reimbursed.

Employees who resign or are terminated from the services of the school on medical grounds shall be entitled to all benefits in accordance with the UAE Labour Law.

- Maternity and Paternity Leave

## **Female staff**

On completion of one year of service, female employees shall be entitled to (45) forty-five days of paid maternity leave. This can be taken both before and after the birth of the baby. Female employees who have not completed one year of service are entitled to maternity leave with half pay.

A working woman may extend her maternity leave for a maximum period of (100) one hundred days without pay. This needs to be discussed and approved prior to the start of the maternity leave. This unpaid leave can be continuous or interrupted, if the interruption is caused by illness which prevents her from coming to work. The illness must be confirmed by a certified government physician licensed by the competent health authority. Maternity leave in either of the above cases is not deducted from any other leave that a female employee is entitled to.

## **Male Staff**

Male staff are entitled to a total of 5 days leave in the first six months.

- Compassionate Leave

In matters of bereavement in the immediate family (spouse, children, siblings, parents, parents of spouse) paid compassionate leave may be granted up to three (3) working days and up to five (5) working days if travel is necessary. This leave shall not be deducted from the annual leave entitlement. All applications should be confirmed in writing.

Any additional time off for death of a close relative may be granted at the discretion of the Principal. Approved extensions to bereavement leave will be considered as authorised leave without pay.

- Emergency Leave

SBS recognises that emergencies arise that may require employees to take time off from work. Emergency leave is not automatically granted, and employees must receive approval from the Principal before taking time off. Upon return, employees are requested to submit an approved leave form to HR.

Paid emergency leave will be at the discretion of Management.

In Service Training Courses, Conferences and Educational Visits.

Paid or unpaid leave may be granted for employees to attend training courses that can be demonstrated as being of benefit to the School.

- Leave for Other Purposes

Leave may be granted at the discretion of the School Management in exceptional unforeseen circumstances. Such leave will normally be unpaid and of short duration.

The granting of such leave will take into account the employee's attendance record, length of service and general contribution to the running of the School.

- Official Holidays

All employees will be paid leave during official holidays. The School will declare *the* official holidays via email HR Announcements. Such announcements will be as per the notification of the Ministry of Labour and Social Affairs and/or KHDA.

## 9. Personnel Records

- Personnel File

HR serves as the official repository for personnel records of SBS employees. A personnel file consists of personal demographics and information relating to the individual's application, selection or non-selection, benefits, promotions, demotions, transfers, leave, salary, performance evaluations, disciplinary actions, and termination or separation.

Departments may keep unofficial or working files which follow the employee's career through SBS. In accordance to SBS guidelines, employees have access to their personnel files kept in HR.

Personnel records are maintained for all current employees. Records of employees who have separated are maintained for a maximum of five years.

Personal information, i.e. passport, visa may be copied; however, documents may not be removed or borrowed.

- Safeguarding Personnel Files

A personnel file is confidential to all except those who have a need to know its contents. Only authorised people have access; therefore, each office which houses personnel files should establish controls to protect information from unauthorized disclosure.

- Personal Data Changes/Updates

It is the responsibility of each employee to promptly notify Human Resources of any changes in their personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of emergency, educational accomplishments, and other such information should be accurate and current at all times. If any personnel data has changed, employees should notify the Human Resources Department as soon as possible.

- Official Letters

If required, the school shall provide a salary certificate specifying the employee's salary, length of service and his/ her benefits. The school will provide letters guaranteeing bank loans.

Official letters and/or salary certificates will only be issued once the Labour contract is finalised and received.

Upon request via the HR email, HR will provide the following:

1. Salary Certificates
2. Sponsorship Letters
3. \*NOC Letters for Driving License, Car Registration & Travelling
4. Official Ministry Letters
5. One working days' notice must be given for any request for letters.

## **10. Leaving SBS**

- Notice Period

All SBS employees who wish to leave SBS must give adequate notice as per their contract. Notice of separation is not applicable while the employee is already on "official leave". To qualify for full end of service benefits to which they are entitled, employees must give the required notice to the School in writing and must complete this notice period before leaving the School. The Management reserves the right to recover from the employee sums due in lieu of notice.

Please see above for notice periods during the probationary period.

- Contract Renewal

Notice of non-renewal of contract will be given two months prior to expiry of contract if the School Management decides not to re-employ the staff member.

- Resignation

Teachers who wish to terminate their employment shall provide written notice as per their contract indicating their decision to separate and request the School to relieve him / her from its services. A written copy of the resignation should be sent to the Principal who will forward to HR.

It is expected of every individual employee submitting their resignation to serve the School with the required notice period. This flexibility is essential to facilitate management in staffing the position during the leaver's notice period.

When an employee has complied with all the terms and conditions for giving due notice in writing, they shall be permitted to leave the School's employment with all rights, privileges and benefits owed intact.

Prior to the calculation of the final settlement, the Clearance Form and other HR related forms must be duly completed and returned to the HR department.

HR and the Finance Departments shall be responsible for calculating the employee's final settlement / any other entitlement as indicated in the employment contract and the prevailing employment policies.

End of Service Calculation as per Labour law:

- 1-5 years 21 days from the basic salary
- 5+ years 30 days from the basic salary

- Termination

Termination of an employee's services are necessary from time to time and SBS is committed to following fair and ethical practices in termination.

Termination is at the discretion of Management and may be brought about for a number of reasons including but not limited to a government directive, emotional, physical or physiological abuse of children in any form, continued poor performance or other inadequacies, fraudulent activities, redundancy, etc.

Each employee whose services are terminated shall receive a Letter of Termination and notice period as per terms of their contract. Management reserves the right to waive the notice period and compensate an employee with salary, including all allowances and benefits, in lieu thereof.

Termination without benefits or notice may be applied to any employee found guilty of serious breaches of conduct irrespective of rank, position or length of service. Serious breaches of conduct shall include, but not be limited to, emotional, physical or psychological abuse of children or colleagues, all acts of dishonesty, immorality, gross negligence or any other felonious acts. Cases that involve criminal acts may also be referred to the Police department.

Termination of expatriate employees will be immediately followed by a repatriation process where the date of repatriation is agreed between the management and the HR Department.

- Retirement

The retirement age for all employees shall be 60 years unless specifically extended by approval from the board and permitted by the UAE Immigration and Labour authorities.