

ANGLICAN CHURCH OF CYPRUS AND THE GULF (ST LUKE)

License Nr. NMWP/2026/0012
PO Box 14504, Al Hamra-Al Jazeerah

Plot 5, Church Complex, Al Samil Rd,
Al Hamra-Al Jazeerah, Ras Al Khaimah, UAE

HUMAN RESOURCES POLICY

Introduction

This policy, operating within the requirements and obligations of the laws of the United Arab Emirates, is applicable to all, clergy and lay, who are serving the Church in full-time employment.

ARTICLE 1: Employment Contracts & Residency Visas

All full-time employees, clergy and lay, are employed on an unlimited basis. Contractual obligations remain in force unless terminated by either party in accordance with this policy. The Church shall sponsor all full-time employees, clergy and lay, with a residency visa which is automatically renewed every two years until such time as the employment contract is terminated.

ARTICLE 2: Working Hours

Working hours are flexible, focusing on tasks to be completed rather than specific hours worked. All full-time employees, clergy and lay, are entitled to the equivalent of two days, off duty, per week.

ARTICLE 3: Recruitment and Selection

Clergy	The recruitment & selection process for a Priest-in-Charge is outlined within the Church's By-Laws (stipulated by MoCE) and within the Diocesan Constitution.
Lay Staff	If a vacancy arises, it must first be advertised within the Church. All applicants must submit a full CV by the stipulated due date. The Church Council will form a Selection Committee; comprising the Priest-in-Charge and two lay members. The Selection Committee will be responsible for screening all applications and conducting interviews with short-listed candidates. The Selection Committee will make recommendations to the Church Council for their endorsement.

ARTICLE 4: Salary Increments and Annual Bonuses

The Church is a non-profit organization and therefore its financial situation is evaluated on an annual basis. In this light, the Church cannot guarantee increments and bonuses every year. It must be noted that the Finance Committee is committed to such financial gestures but is dependent on the current financial situation of the Church.

ARTICLE 5: Medical and Health Coverage

All full-time employees, clergy and lay, shall be provided with appropriate medical health insurance.

ARTICLE 6: Public Holidays

All employees, clergy and lay, shall be entitled to all national and public holidays for the UAE Public Sector including those published in advance as well as ad-hoc holidays announced at short notice by the Federal Government or the Government of Ras Al Khaimah.

ARTICLE 7: Annual Leave

All full-time employees, clergy and lay, are entitled to thirty (30) calendar days per calendar year; pro-rated per calendar year if an employee joins or leaves during the calendar year. Unused annual leave days may not be transferred to a new calendar year. There will be no encashment of annual leave days not taken.

ARTICLE 8: Spiritual Retreat (Clergy)

Fourteen (14) calendar days per calendar year is granted to the clergy, in full-time employment, to be used for attending spiritual retreats. Proof of such retreats must be provided to the Church Council before making use of these days.

ARTICLE 9: Medical / Sick Leave

Medical leave of absence is provided, with pay, to full-time employees, clergy and lay, who are temporarily unable to work due to health conditions, for up to a total of ninety (90) calendar days.

1. For short periods of sick leave, i.e. three (3) working days or less, employees are not required to submit a medical certificate. If concerns arise about the number or duration of sick leave absences, medical certificates may be required for all future sick leave regardless of duration.
2. Sick leave exceeding three (3) consecutive working days requires a medical certificate from a registered Medical Practitioner.
3. Sick leave cannot be 'cashed' or carried forward to the next calendar year.

ARTICLE 10: Compassionate Leave

Paid compassionate leave will be granted upon the death of an immediate family member (i.e. Spouse, Father, Mother, Mother-in-Law, Father-in-Law, Step-Mother, Step-Father, Child, Brother, Sister, Grandparent or Grandchild).

Employees are entitled to compassionate leave of five (5) working days if international travel is required and three (3) working days if travel outside the UAE is not required. Additional days may be granted at the discretion of the Church Council.

ARTICLE 11: Maternity Leave

Under UAE Labour Law (Federal Decree Law No. 33 of 2021), female employees are entitled to sixty (60) calendar days of maternity leave: forty-five (45) days fully paid and fifteen (15) days at half pay. This leave is available regardless of length of service and can begin up to thirty (30) days before the expected delivery date. Additional days may be granted at the discretion of the Church Council. There will be no encashment of maternity leave days not taken.

ARTICLE 12: Paternity Leave

Male employees who have just become fathers shall be granted five (5) days fully paid paternity leave. This leave must be taken within six (6) months following the child's birth and payment in lieu, of such days, is not permitted. Additional days may be granted at the discretion of the Church Council.

ARTICLE 13: Paid Sabbatical (Clergy)

A maximum of three (3) months paid sabbatical leave may be granted to clergy after five (5) consecutive years of service to the local Church. Together with a letter of approval from the Church Council, the Priest-in-Charge must make application to the Diocesan Bishop and fulfill all Diocesan requirements governing sabbaticals before final approval can be obtained.

ARTICLE 14: Housing and Utilities

1. Furnished housing, for the Priest-in-Charge, is provided on the Church property.
2. Furnished Accommodation, for the caretaker, is provided on-site.
3. All utilities (electricity, water, internet) are paid for by the Church.

ARTICLE 15: Air Tickets (Incumbency of Clergy)

The Priest-in-Charge shall be entitled to an economy-class, air travel ticket at the beginning and end of their incumbency. The possibility of the same provision, for accompanying family members, will be determined by the Finance Committee.

ARTICLE 16: Air Tickets (Annual Leave)

All full-time employees, clergy and lay, shall be provided with one return economy-class air ticket to their passport country per calendar year. This entitlement cannot be carried over from one calendar year to the next. Hence, if the employee does not take vacation, during the calendar year, to their passport country, then the air ticket entitlement for that calendar year shall be forfeited.

ARTICLE 17: Relocating of Personal Effects (Clergy)

At the beginning and ending of the incumbency, the Church shall contribute towards the relocating costs of the priest's personal effects to (and from) the UAE. The amount payable shall be up to the cost of a 20-foot shipping container. Three quotations are to be provided from three different shipping/transport companies.

ARTICLE 18: Church Vehicle

The Priest-in-Charge shall be provided with a vehicle. The vehicle is registered in the Church's name and insured within the Church's general insurance scheme. The Church assumes the responsibility for necessary maintenance and regular servicing of the vehicle. The vehicle user shall be paid a monthly fuel allowance determined by the Finance Committee. The vehicle user shall be responsible for all speeding, traffic, parking or other penalties incurred. In the case of all accidents, if the vehicle user is at fault, then the vehicle user will be liable for all costs incurred.

ARTICLE 19: School Fees Allowance (Clergy & Lay Full-Time Employees)

The Priest-in-Charge and full-time lay staff may request an allowance toward school fees for up to two children under the age of 18 who are enrolled at a recognized school in the UAE. At the beginning of each academic year, a copy of school enrollment/registration documents must be provided to ensure the continuation of the allowance. The amount of the allowance shall be determined by the Finance Committee and approved by the Church Council.

ARTICLE 20: Resignation

1. All full-time lay staff must submit their notice of resignation in writing, either, thirty (30) calendar days (if period of service is less than 5 years) or sixty (60) calendar days (if period of service is more

than 5 years) or ninety (90) calendar days (if period of service is more than 10 years), prior to their intended resignation date.

2. In terms of the Priest-in-Charge, notice of resignation must be submitted three (3) months prior to the intended resignation date. When the notice of resignation is submitted the Church Council must immediately notify the Diocesan Bishop and relevant Archdeacon.
3. The Church assumes the responsibility of cancelling visas and the sponsorship of residency will cease upon date of resignation.
4. Payment in lieu of a staff member working the notice period is at the Church Council's discretion.
5. End-of-service gratuity will be calculated as per current UAE Labour Law and approved by the Finance Committee before payment is made.

ARTICLE 21: Termination

1. There may be times when, despite extensive counselling, training, mentoring or other personal development attempts, it is necessary to terminate an employee because of poor performance or a record of professional incompetence. Notice of termination must be given, in writing, to the employee within the timeframe stipulated in Article 20.
2. The authority to suspend or terminate Clergy belongs solely to the Diocesan Bishop.
3. Termination of an employee "for cause" is based on infractions of UAE Civil or Criminal Law. Generally, when a situation arises where termination "for cause" may be appropriate, an employee will be immediately suspended (with full pay) pending a formal investigation and final determination by the Church Council. In extreme circumstances the Church Council may terminate an employee "for cause" without notice.
4. When termination is based on "cause" the employee's end-of-service gratuity will be paid or forfeited according to UAE Labour Law.

ARTICLE 22: Redundancy

The situation may occur where it has been established by the Church Council, that a particular position is no longer required. The Church Council shall document and record its investigation and conclusions, and its formal decision, requiring redundancy. The termination (redundancy) letter is to be given to the employee, as per the previously stipulated timeframe in Article 20. The Church Council may pay compensation in lieu of the notice period. An employee who is made redundant is still eligible for end-of-service gratuity.

ARTICLE 23: Compulsory Retirement

1. In accordance with Diocesan regulations, Clergy may not continue in a paid appointment beyond the age of 70 years. All other employees are required, without exception, to retire at the age of 65 years.
2. For purposes of calculation, the date of birth indicated in the employee's passport shall be the basis and the last month for salary purposes shall be the employee's birth month.

ARTICLE 24: Permanent Disability or other Medical Grounds

1. In case of extended sick leave or where it becomes clear that an employee is medically unfit for further employment, the Church Council shall seek professional medical advice and the employee shall be required to undergo a full medical examination.
2. Termination of Clergy on medical grounds will be based on the advice from the Diocesan Bishop and a full medical report.
3. Termination due to medical unfitness shall only be resorted to after the employee has exhausted the ninety (90) day sick leave period.
4. An employee terminated on medical grounds is still eligible for end-of-service gratuity.

ARTICLE 25: Death of an Employee

1. In all cases, the next of kin of the deceased employee shall receive an immediate ex gratia payment equal to three (3) months' full salary of the deceased, to assist the family during the immediate period following the death. This shall be in addition to the end-of-service gratuity accrued up to the date of death.
2. It is at the Church Council's discretion to offer financial aid toward the costs of embalming and internment, or cremation of the deceased body in the UAE, or the cost of repatriation of the body to the country of origin.

ARTICLE 26: End-of-Service Gratuity

Terminal benefits apply to both clergy and lay full-time employees.

Except where termination has been "for cause" or because of permanent disability or other medical issues, the Church Council shall provide:

- a) Letter of no objection to the employee gaining other employment in the UAE
- b) Assistance with transferring visa sponsorship (to a new employer)
- c) Letter of reference relating to the employee's personal conduct and work performance.

The end-of-service gratuity, using the base salary, will be calculated as per current UAE Labour Law. The entitlement must be paid within fourteen (14) days from the final date of employment. The maximum amount of end-of-service gratuity is capped at two years' base salary (equivalent to 24 months' base pay).

Policy Revision

Amendments to this policy will be made, when required according to changes within the UAE Labour Law.

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