

ABSCONDING – NEW



Definition

If an employee is absent for a minimum period of time as per labor law, an employer can declare the absent employee as an absconder. An employer is required to show evidence of having attempted to contact the absent employee.



Process



Contact Shams to request
Absconding Approval

1.



Submit required documents

2.



Settle payment

3.



Receive timeline

4.



Receive notification and
collect Absconding Approval

5.



Timeline

- 10 to 15 business days



Fees

- AED 7,450



Documents Required

- Request Letter to issue Absconding Approval
- Employee's passport copy
- Employee's residence visa stamp copy
- Printout of movement report from Immigration
- Proof of employer having contacted the employee (letters or emails)