JUPITER PRIME

Consulting • Training • Advisory

جوبيتر برايم للاستشارات والتدريب

COURSE BROCHURE

# Free Zone Employment Contracts and Termination Law Training Course

**jupiterprime.uk**

info@jupiterprime.uk

Registered in the United Kingdom and Saudi Arabia

# Free Zone Employment Contracts and Termination Law Training Course

Free Zone Employment Contracts and Termination Law is a 1-week training course for HR managers and in-house legal advisers in financial free zones, ending with a Termination Decision File for a live case. Free zones apply their own employment codes, so one defective dismissal can trigger a claim and a penalty. Jupiter Prime Training delivers this Free Zone Employment Contracts and Termination Law course.

## Why Free Zone Employment Contracts and Termination Law Matters Now

Three forces shape free zone employment today: mobile international workforces, fast headcount growth run by lean HR teams, and tighter employment codes with their own courts. An employer that drafts clear contracts, tracks leave and gratuity accurately and follows a fair dismissal process keeps its people and its licence standing. One using borrowed templates faces back pay and gratuity disputes. The course rests on the applicable free zone employment code, read alongside the employer's own handbook and policies, described in general words throughout.

## Who Gains Most from Free Zone Employment Contracts and Termination Law

- HR business partners who issue offer letters, contracts and contract variations
- In-house legal advisers who review dismissals and respond to employee claims
- Payroll and reward specialists who calculate leave pay and end-of-service gratuity
- Line managers who run probation reviews, warnings and capability meetings
- Compliance officers who keep employee files ready for authority inspection

An HR and legal pairing from the same free zone entity gains most when it attends together.

## Free Zone Employment Contracts and Termination Law Capabilities

Participants turn the employment code into contracts, calculations and letters that withstand challenge.

- Draft employment contracts with mandatory free zone clauses — offer approval and onboarding
- Calculate working hours, overtime and annual leave entitlements — payroll accuracy
- Compute end-of-service gratuity and final settlement amounts — exit sign-off
- Design a fair disciplinary and grievance sequence — line manager action
- Assess termination grounds, notice and payment in lieu — legal clearance of dismissals
- Prepare a defensible response to an employment claim — in-house counsel and the employment court

## Key Free Zone Employment Contracts and Termination Law Terms

- Employment code — the set of employment rules a free zone issues, separate from the general labour law.
- End-of-service gratuity — a lump sum owed to a qualifying employee at exit, calculated from basic wage and length of continuous service.
- Payment in lieu of notice — a sum paid instead of requiring the employee to work the contractual notice period.
- Probation period — an initial period in which either party may end employment on shorter notice under the code.
- Summary dismissal — termination without notice for serious misconduct listed in the code or the contract.
- Final settlement — the closing statement of wages, leave pay, gratuity and deductions owed when employment ends.

## Free Zone Employment Contracts and Termination Law Day by Day

### Day 1: The Free Zone Employment Landscape

- Free Zone Employment Code Structure — Which Rules Override The Contract
- Free Zone Versus Mainland Labour Rules — Choosing The Governing Regime
- Employer Registration And Employee Visa Links — Hiring Sequence Decisions
- Employee Handbook And Policy Hierarchy — Consistency With The Code
- Employment Court And Claims Routes — Early Dispute Exposure

### Day 2: Contract Drafting and Working Terms

- Mandatory Contract Clauses Checklist — Validity Of Offer Letters
- Fixed And Unlimited Term Contracts — Renewal And Expiry Choices
- Working Hours, Overtime And Rest Days — Shift Pattern Approval
- Annual, Sick And Parental Leave Tables — Absence Approval Rules
- Non-Compete And Confidentiality Clauses — Enforceable Restriction Scope

### Day 3: Pay, Gratuity and Final Settlement

- Basic Wage Versus Allowances Breakdown — Gratuity Calculation Base
- End-Of-Service Gratuity Worked Calculation — Exit Budget Forecast
- Unpaid Leave And Service Breaks — Continuity Of Service Rulings
- Lawful Deductions And Wage Protection — Payroll Correction Decisions
- Final Settlement Statement Template — Sign-Off Before Exit

### Day 4: Discipline, Grievance and Termination Grounds

- Investigation Interview Notes — Evidence For Misconduct Findings
- Warning Letter Ladder — Proportionate Sanction Selection
- Grievance Hearing Procedure — Employee Voice And Appeal
- Termination Grounds And Notice Matrix — Lawful Exit Route
- Redundancy Selection Criteria — Restructuring Fairness Review

## Day 5: Practising the Termination Decision File

- Case Study Contract Audit — Applying Day 2 Clause Checks
- Gratuity And Leave Recalculation — Applying Day 3 Settlement Methods
- Mock Disciplinary Hearing — Applying Day 4 Procedure Steps
- Employment Claim Defence Outline — Strengthening The Employer Position
- Termination Decision File Assembly — Final Clearance For A Live Case

## Applying Free Zone Employment Contracts and Termination Law After the Course

- Audit ten current employment contracts against the mandatory clause checklist.
- Recalculate gratuity accruals for staff with unpaid leave or service breaks and agree the corrected figures with payroll.

## Free Zone Employment Contracts and Termination Law Questions FAQ

### What is Free Zone Employment Contracts and Termination Law and why does it matter now?

It is the body of free zone employment rules governing hiring, pay, leave, gratuity and dismissal. It matters now because codes are tightening, so exit errors carry direct costs for employers in finance and technology.

### Which roles gain most from Free Zone Employment Contracts and Termination Law training?

HR business partners, in-house legal advisers and payroll specialists gain most. Line managers benefit too, because their warning letters become evidence in later claims.

### How does Free Zone Employment Contracts and Termination Law differ from a general labour law course?

It focuses on the separate employment code of a free zone rather than the mainland labour law. You work on free zone clauses, gratuity formulas and claims routes.

### What do you bring back from Free Zone Employment Contracts and Termination Law training?

You bring back a completed dismissal file for a real or realistic case. It holds a contract audit, a gratuity calculation, hearing notes and a claim defence outline.

## Free Zone Employment Contracts and Termination Law: The Way Forward

The Termination Decision File gives HR and legal one shared record of contract terms, settlement figures and disciplinary evidence. Its first use is clearing a pending exit before notice is served. Line managers, payroll and in-house counsel draw on it together. After its first use, revisit the warning ladder and gratuity base, because they decide how well the next dismissal withstands an employment claim.