



# AMERICAN COMMUNITY SCHOOL OF ABU DHABI

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## OVERSEAS HIRE BENEFITS 2024 - 2025

<b>SALARY</b>	See salary scale (goes up 1 step each year). Maximum initial step placement for related teaching experience is step 10. An initial 2-year commitment is required.
<b>INCENTIVE BONUS</b>	17.5% of base salary for the first two years; 18.13% of base salary in subsequent years. Paid in September.
<b>END OF SERVICE AND RETIREMENT SUPPLEMENT</b>	<p>An annual, government required End of Service retirement amount, is banked on your behalf until your final year: this includes 21 days of pay for the first 5 years of service, and 30 days for each year thereafter. The total amount is paid out at the salary rate at the time of your departure.</p> <p>Additionally, ACS offers a retirement supplement that is paid out annually in June. This includes 39 days of pay for the first 2 years of service and increases to 45 days of pay for each year thereafter.</p>
<b>MEDICAL/DENTAL/ VISION INSURANCE</b>	Employer provides (and pays 100% of the premium for) international and local medical, vision, and dental insurance for employee and authorized dependents (by Seven Corners Insurance.)
<b>LONG-TERM DISABILITY INSURANCE</b>	ACS pays for a long-term disability insurance plan.
<b>TUITION WAIVER</b>	For each full-time overseas hire, ACS will waive ACS tuition and fees for one Eligible Dependent.
<b>STAFF DEVELOPMENT</b>	Provided according to annual budget provision and Superintendent's approval.
<b>SHIPPING</b>	<i>Arrival:</i> AED 14,500 for employee, AED 5,500 for spouse, AED 2,750 for each child. Those moving within the UAE, ACS will arrange door-to-door delivery. <i>Departure:</i> AED 14,500 for employee, AED 5,500 for spouse, AED 2,750 for each child. After the completion of four years of employment, the departure allowance will increase 10% each year up to a maximum of 50% above the base allowance.
<b>RELOCATION/ REPATRIATION</b>	For the first year of service, ACS will provide economy air transportation from point of origin to Abu Dhabi. For each subsequent year of service, ACS will pay an annual allowance (in January) for round-trip airfare to the point of origin. Upon completion of the contract, ACS will pay the actual cost of economy airfare from Abu Dhabi to the point of origin. This benefit covers the employee and their eligible dependents.



<b>HOUSING</b>	ACS will provide semi-furnished housing as well as a one-time furniture and appliance allowance of AED 20,000 per household. This allowance will be amortized over a 3-year period. If the employee leaves ACS before the end of three years, the pro-rata unamortized portion of the allowance will be deducted from the final paycheck.
<b>UTILITIES</b>	ACS will pay 100% of utilities.
<b>CAR LOAN</b>	ACS will provide a one time interest-free car loan of up to AED 24,000 to be repaid over up to 24-months.
<b>PHYSICAL EXAMINATION</b>	At the start of the initial contract the employee will furnish ACS with a physician's statement attesting to good health.
<b>HOLIDAY LEAVE</b>	Entitled to all school holidays and vacations.
<b>SICK LEAVE</b>	For the first year: 15 working days at full pay, 30 days at half pay, and 45 working days without pay. Each subsequent year, employee will receive an additional 15 working days at full pay which will be combined with unused full pay days from prior years and can be supplemented by half pay/unpaid days to the maximum total of 90 days.
<b>BUSINESS/ EMERGENCY LEAVE</b>	Three days with pay per year, when authorized by the Superintendent (cannot be used for vacation or adjacent to school holidays). May accumulate unused leave in this category up to 7 working days if approved by Superintendent.
<b>MATERNITY LEAVE</b>	For birth or adoption: After one year of service, employee is entitled to 60 calendar days with full pay. Half pay is granted for employees of less than 1 year. Further leave without pay for up to 100 days will be granted upon a physician's recommendation.
<b>PATERNITY LEAVE</b>	Up to 5 working days at full pay in the case of birth or adoption.
<b>COMPASSIONATE LEAVE</b>	Up to 10 paid working days in cases of serious illness, injury, or death of an immediate family member (parent, spouse, brother, sister, or child). ACS will pay the cost of the employee's air transportation as long as it does not exceed the cost of travel to/from the employee's point of origin. This leave and allowance will be granted only once per family member and must be approved by the Superintendent.
<b>UNPAID LEAVE</b>	Granted at the discretion of the Superintendent only for compelling reasons. The school board must approve any unpaid leave beyond 45 calendar days.
<b>EMERGENCY EVACUATION (NON-MEDICAL)</b>	In an emergency situation of a temporary nature, ACS will fly employee and authorized dependents to the nearest safe haven (as determined by ACS) and will pay a per diem for each family until they are either returned to Abu Dhabi or to their point of origin, to maximum of 28 days. In the case



	<p>of an emergency situation requiring the semi-permanent or permanent closure of the school, ACS will pay salary to the end of the school year or for three months from the last day of instruction, whichever is less. In addition, the employee and authorized dependents will be entitled to direct air transport to their point of origin, plus shipping allowances and other end of contract benefits on a pro-rata basis.</p>
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**Remarks:**

1. All salaries/payments are paid by direct transfer only, in local AED currency, into a UAE bank. Note: 3.67 AED equals 1 USD.
2. Salary is paid in 12 monthly installments from August to July (June and July are paid before the end of school in June). Salary is paid on the last working day of each month.
3. There are no local income taxes in the UAE.
4. Workdays are Monday to Friday. Friday is half-day except during PD days.
5. If a spouse is also an ACS employee, there will be no duplication of housing, utilities, and family designated benefits.