



ABUDHABI INDIAN SCHOOL STAFF LEAVE POLICY

| STAFF LEAVE POLICY | |
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| Name of Policy | : Staff Leave Policy |
| Purpose of Policy | : To outline the procedure to be followed in the event of leave of absence of a staff member in the school. |
| Approval for this Policy given by | : Chairman, BOG |
| Responsibility for its update | : Principal |
| Policy applies to | : To all the staff of Abu Dhabi Indian School |
| Date of Approval | : 01-07-2014 (Amended in April 2017) |
| Proposed Date of Review | : 01-07-2019 |

مدرسة أبوظبي الهندية
ABU DHABI INDIAN SCHOOL

STAFF LEAVE POLICY FOR ABUDHABI INDIAN SCHOOL

INTRODUCTION

Abu Dhabi Indian School count on all the staff to be at work as scheduled to provide smooth and efficient functioning of the school. Although there are separate regulations governing different categories of staff, regular and punctual attendance is an ongoing expectation for all staff, both academic and administrative.

It is recognized that staff may need to take time off for illness or family-related issues. This policy sets out the basis upon which action may be taken in order to help to ensure consistency across the school. Its implementation will ensure fair treatment for staff ensuring that problems are not ignored and the action taken is timely and supportive.

AIM OF POLICY

As a school we aim to:

- Support a workplace health strategy.
- Reduce the pressure that poor attendance places on staff.
- Reduce the pressure that poor attendance places on the school budget.

Our expected outcomes are:

- Improvement in the quality of teaching and learning.
- Improvement in the quality of support, service quality and availability.
- Improvement in staff health and morale.
- Improvement in recruitment and retention.

TYPES OF LEAVE

➤ Annual Leave

The purpose of annual leave is to allow and encourage all employees to renew their physical and mental capabilities and to remain fully productive. All staff members are eligible for an annual vacation in the months of July- August. Teaching staff have an annual leave of 60days, administrative staff have 45 days and drivers and other support staff have 30 days.

➤ **Medical Leave**

Medical leave can be used in case of personal illness or injury, which prevents an employee from performing his or her usual duties. Leave during the tenure of pregnancy, miscarriage, abortion etc. will be treated as medical leave. All the staff are eligible for 14 days leave/ year in case of personal medical emergencies. All medical leaves should be supported by medical certificates duly approved by HAAD.

➤ **Emergency Leave**

All teaching staff and administrative staff will be allowed time off to provide care and attention to their dependents or to deal with an unexpected event involving a dependent or immediate family members. This may include:

- Caring for ill dependents/ immediate family or accompanying them during an unexpected appointment/stay at hospital;
- Serious illness or death of a dependent/immediate family.
- Shifting the employees accommodation

By “immediate family”, we mean the employee’s:

- Spouse,
- Children,
- Parents,
- Brothers,
- Sisters,
- Grandparents,
- Grandchildren, and
- Dependents living in the employee’s household.

Teaching staff is entitled for 6 days and administrative staff is entitled for 5 days of emergency leave. Support staff including drivers, office boys and ayahs are not entitled for the emergency leave.

➤ **Maternity Leave**

A female employee is entitled to 45 days maternity leave with full pay which includes the period before and after the delivery at the discretion of the employee, provided she has served continuously for not less

than one year. The maternity leave is granted with half pay if the employee has not completed one year of service.

At the end of the maternity leave, a female employee can extend her maternity leave for a maximum period of 10 days without pay. 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. During the 12 months following delivery, a female employee who nurses her child can have a daily interval which do not exceed an hour for the purpose of nursing her child. These additional intervals are considered part of her working hours and no deduction in salary will be made.

➤ **Out of Station Leave**

For a long term medical emergency in case of treatment, surgery etc., if the staff has to leave the country, they should produce the medical reports from a doctor in UAE certifying the medical condition of the employee. While joining back, they have to submit the medical documents from India duly attested by HAAD authorities. In such cases, staff will be given leave with full pay for the first 14 days, with half pay for next 30 days and without pay for the subsequent days.

Out of Station Leave will also be granted in case of serious illness or death of a dependent/immediate family. By “immediate family”, we mean the employee’s:

- Spouse,
- Children,
- Parents,
- Brothers,
- Sisters,
- Grandparents,
- Grandchildren, and
- Dependents living in the employee’s household.

In unavoidable situations, leave can be availed for marriages of employee’s own children. But school prefers all employees to plan all the functions during their break time. Also depending on the category of their job, they have to intimate the school at least one month in advance to make alternate arrangements.

In all the out of station leaves other than for medical reason, the leave will be without pay.

➤ **Hajj/ Umrah Leave**

A special leave without pay will be granted for the performance of pilgrimage to the employee once through-out his service and shall not be counted among other leave and may not exceed 30 days.

EMPLOYEE CATEGORIZATION

This section defines the classifications of school employees to determine the benefits and privileges afforded when employed.

➤ **Temporary Staff**

When a staff joins Abu Dhabi Indian School, they will be joining as a temporary employee i.e., they will be on a probation for a period of three months. After this period, the staff will be evaluated based on their performance and will be made permanent if the probation period is completed satisfactorily.

For a teaching staff to be made permanent, they have to complete the probation period satisfactorily and receive all the required clearances from Abu Dhabi Education Council and should receive a MOE teaching license from ADEC. All administrative and support staff will be made permanent once they complete their probation period satisfactorily.

A temporary staff is not entitled for any paid medical leave as well as emergency leave till they are made permanent. If the annual leave, winter break and spring break comes in the probation period, the staff can avail the leave, but will be without pay.

➤ **Permanent Staff**

Once the staff is made permanent, they are eligible for the leave as per the school policy.