



ATTENDANCE MONITORING POLICY

Purpose:

The purpose of Attendance Monitoring Policy is to monitor staff attendance and punctuality in the school. Punctuality is important for the normal and smooth functioning of the school and arriving late or leaving early causes disruption and could pose a risk to the safety and well-being of the children. Therefore, staff are expected to be present for work during designated hours. This includes being present in the classroom at the start of class and remaining in the class until the designated end time to supervise and maintain order as the children leave class at the end of the day.

Policy scope: The policy is applicable to all academic staff.

Policy Statement:

1. Sign In Time

Staff are required to sign in by no later than 7.10 am so as to be inside the classroom before 07.30am. If they are unable to be present by this time, they must follow the standard late attendance reporting process. Refer to point 4 & 5 below.

2. Sign Out Time

Teaching staff may sign out by 2:35 pm on non-stay back days (Mon – Thu); 11:00 am on Fridays; and 4:30 pm on stay back days. Academic staff who fall under admin category, may sign out by 4:00pm. If any staff has to leave early, they must take prior written approval from their line manager to leave early. Refer to point 4 & 5 below.

Registered bus users should sign out on their way to the bus as per the bus departure time, which may be before the above-mentioned time.

3. Record of attendance

Staff must sign in/ sign out using the RFID card at the scanner units.

- Daily attendance has to be marked using your employee id card at the biometric machine as soon as you enter the school premise and while dispersing from school. Please note if no sign in/sign out, this will lead to loss of pay as you will automatically be marked 'Absent' by the system for the day you do not sign in/sign out.
- Even if you have reported late for the day due to any reason, you have to sign in using your id card.
- Please remember to bring your employee id card daily as even though your HOH/attendance approver may mark your attendance manually if you are present, there is a chance that the system may go back to the real time situation of marking you 'Absent' since the entry was done manually. Please note, we will NOT be able to reverse this and will be automatically taken as Loss of Pay.

4. Change in work timings approval

There may be occasions where an employee is unable to commit to their work hours. These instances can sometimes be planned in advance or sometimes unavoidable. It is the employee's responsibility to provide notice to their line manager as soon as reasonably possible and follow the late attendance reporting process and get approval from the concerned Assistant Principal.



5. Punctuality

If an employee is not punctual for the start and/or end timings of their work day without prior written approval from their line manager, the employee may be subject to progressive disciplinary action up to and including termination.

The following punctuality triggers (late attendance and/or leaving early) will apply:

- 3 occurrences of punctuality triggers will incur a verbal warning to the employee's file.
- A further 3 occurrences of poor punctuality (a total of 6) will incur a written warning.
- A further 3 occurrences of poor punctuality (a total of 9) will incur a final written warning.
- If there are 10 or more occurrences of poor punctuality, an employee will be subject to the full disciplinary process, which may result in termination of employment.

6. Leave deduction for half day

If an employee is absent for part of the working day without prior approval to account for their absence, the employee may incur a full day of loss of pay.

7. Overseas Travel

An employee who has to travel out of UAE due to any reason in between the academic year, has to get a written approval from the Executive Principal/CEO. Email should be sent to Principal after discussing with your Assistant Principal.

8. Approved leave and loss of pay

Any long leave apart from sick leave which is approved by Principal will be considered as loss of pay. Approval of leave does not mean that the leave will be fully paid unless given in writing by Principal.

9. Leave application on phoenix

All leaves should be applied on phoenix with attachment of accurate supporting document.

- As per rules, any type of leave taken, has to be applied on Phoenix. This is mandatory for ALL staff members.
- After informing your line manager, kindly apply for the leave on Phoenix at the same time. Please note, if leave is not applied on Phoenix, even if your line manager is informed, it will be considered as Loss of Pay for the day/s of leave taken.
- Staff members who are on 'Maternity Leave' are requested to complete their leave application on Phoenix.
- For maternity leave, the maternity form with required approvals is to be submitted to HR office two months prior to the due date.
- **Please be informed that failing to apply for leave on Phoenix will affect End of Service calculations.**
- Individual reminders will not be sent for leave application on Phoenix as it is our responsibility to follow school guidelines.



Acknowledgement:

I have read, understand and agree to follow the Attendance Monitoring Policy.

Name: _____

Department: _____

Date: _____



مدرسة وستمنستر
THE WESTMINSTER SCHOOL

29
YEARS