

Absence Policy

Introduction

Absence of a teacher affects the learning process of students and it is expected that the teacher is present every day.

Aim

To improve teachers attendance and teaching and learning

To provide continuity of learning and care

Procedure

Any absence must be accompanied by a completed form before a planned absence or on the 1st day of return after an unplanned absence.

Leave

Annual leave in the Month of July/August as per Ministry of Education calendar

- Academic Staff – 60 Days
- Non Academic Staff – 45 Days
- Support Staff – 30 Days

Winter Break

- Academic – 14 Days
- Non Academic Staff – 14 Days
- Support Staff – 10 Days

Spring Break

- Academic- 7 Days
- Non Academic Staff – 7 Days
- Support Staff – 7 Days

Emergency Leave - (Death of a close family member, hospitalisation or Car accident)

6 days per year after completion of Probationary Period of 6 Months. Not more than 2 days at one time. Must be accompanied by supporting evidence.

Sick Leave

Unpaid Sick Leave during Probationary Period of 6 Months

After completion of Probationary Period

- 1 to 15 days - Full Paid
- 16 to 45 days - Half Paid
- 46 Plus Days - Unpaid

Haj Leave

30 Days after Probation completed and once in a service unpaid.

Total working hours per day for Admin and Academic staff (8 hours) and (9 hours) support staff or unless directed by the Principal.

Maternity

45 days paid leave after 1 year of service .With half salary if less than 1 year

Any extra agreed Maternity leave will be unpaid.

Breast feed hours are 1 hour per day for 1 year only.

New mothers will be entitled to 1 hour in the morning for babies aged 0-6 months.

For Mothers whose baby are 6-12 months a suitable period will be arranged around their timetable.