



BELVEDERE
INTERNATIONAL SCHOOL

STAFF ATTENDANCE AND PUNCTUALITY POLICY 2025-2026

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Revision No.	002
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Approvals:			
Principal	Mr. Ismat Daou		
Signature		Date:	6/10/2025
BIS Board of Governors	Dr. Salem Aldarmaki		
Signature		Date:	06.10.2025

1. Purpose

The purpose of this policy is to set clear expectations regarding attendance and punctuality in order to maintain operational efficiency, accountability, and a respectful work environment. All BIS employees are expected to act professionally by attending work regularly and arriving on time.

2. Scope

This policy applies to all employees across all departments and levels within BIS.

3. Policy Guidelines

3.1 Official Working Hours

- Monday–Thursday: 7:15 a.m. to 3:15 p.m
- Friday: 7:15 a.m. to 12:00 p.m

Expectations:

- Staff must sign in by 7:15 a.m. sharp using the biometric system
- No grace period is permitted. Lateness begins at 7:16 a.m
- Staff must remain on duty until official dismissal time
- Completing full working hours is **mandatory**

3.2 Attendance

An employee is considered absent when not present during their assigned work schedule, regardless of the reason. Attendance records are reviewed and directly impact annual performance management reviews, promotions, and contract renewals.

3.2.1 Scheduled Absences

- Annual leave must be requested at least two weeks in advance

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- Other planned absences (family matters, appointments, etc.) require at least **three days' notice**
- All requests must be coordinated with the line manager to ensure departmental operations are not disrupted

3.2.2 Unscheduled Absences

- Employees must notify their line manager immediately by email, copying the Admin Manager and HR
- Absence without notification will be considered **unauthorized** and treated as misconduct
- Sick leave entitlements follow UAE Labour Law:
 - First 15 days: **Full pay**
 - Next 30 days: **Half pay**
 - Beyond 45 days: **Unpaid**
- A valid medical certificate from a recognized medical facility is required.

3.2.3 Absenteeism

Frequent or unjustified absences may result in salary deductions, disciplinary action, and impact contract renewal

3.3 Punctuality and Tardiness

Employees must be ready to start work at the official start time.

Tardiness includes:

- Arriving **after 7:15 a.m.** (even by one minute)
- Leaving before dismissal without approval.
- Excessive tardiness is defined as **more than three (3) late arrivals** and may result in corrective action.
- Extra hours worked cannot offset lateness.

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3.4 Recording Attendance

- Attendance must be logged daily via the **Face Scan system**
- Missing or incorrect records may lead to salary deductions and/or disciplinary action
- If the system fails, employees must immediately report to the Admin Manager's office to manually log attendance

3.5 Notification Procedure

Employees must notify their line manager (with a copy to HR and Admin Manager) in the following cases:

- Absence from work.
- Late arrival or early departure.
- Inability to return from leave.
- Work outside of school premises (purpose and duration must be stated).
- If an attendance issue (e.g., missed log-in/out, system error) is not reported, the employee will be marked as **absent or tardy**.

3.6 Disciplinary Measures

Failure to comply with this policy will result in the following progressive steps:

1. **Attendance Notices** (up to 3 reminders)
2. **First Offense:** Written warning along with a formal meeting with the principal
3. **Second Offense:** Written warning outlining continued violations and potential consequences if the behaviour does not improve
4. **Third Offense:** Last written warning. Disciplinary action will be taken by the school management, and no further chances will be given.

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4. Ramadan Timings

Working hours during Ramadan are reduced as per UAE Labour Law and BIS guidelines. All employees are required to adhere strictly to the adjusted schedule.

5. Public and School Holidays

- **Public Holidays:** As declared by UAE Labour Law/Ministry of Human Resources & Emiratization
- **School Holidays:** Based on the ADEK-approved academic calendar

6. Responsibilities

- **Staff:** Follow attendance rules, be punctual, and log attendance correctly
- **Line Managers:** Monitor attendance, approve absences, and escalate issues to HR
- **HR/Admin Manager:** Maintain attendance records, issue notices/warnings, apply salary deductions when required
- **Principal:** Conduct formal meetings and apply higher disciplinary measures for repeated violations

7. Policy Review

This policy will be reviewed annually, or earlier if required, by BIS Leadership in consultation with HR and the Board of Governors

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