

PROCEDURE

Title: Faculty & Staff Attendance Policy

	PREPARED BY	CHECKED BY	APPROVED BY
Name	Mrs. Amani	Mrs. Amani Debassy	SMT
Position	Human Resources	HR	SMT
Prepared	SY 2016-2017	Reviewed	SY 2019-2020
		Valid until	SY 2020-2021

Daily attendance

Teachers are expected to be at school every day from Sunday to Thursday as per the school calendar at 6:40 am and are considered late after 6:45 am.

Staff is expected to be at school every day from Sunday to Thursday as per the school calendar at 6:30 am and are considered late after 6:35 am.

Morning Duty Staff are expected to be at school every duty from Sunday to Thursday as per the school calendar at 6:10 am and are considered late after 6:15 am.

Any lateness from the mentioned above times will result in:

1 st offense	2 nd offense	3 rd offense	4 th offense
Notification	Verbal Warning	Written Warning	Deduction quarter day from the salary

5 th offense	6 th offense	7 th offense
Deduction half day from the salary	Deduction one full day from the salary	Discipline Committee (Decision may leading to termination)

Attendance for PD, Events and other

Faculty and Staff are expected to attend:

- All PD sessions as scheduled on the school calendar (Including Saturday PDs)
- All school-wide events as scheduled on the school calendar.
- Parent / Teacher Conferences as scheduled on the school calendar
- Any day appointed by the school management team as per the school needs.

Attendance during Mitigating Situation

Faculty & staff are required to be on duty physically or virtually as assigned by the school management team. Virtual attendance might be required.

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New Sick Leave policy during the pandemic situation for the Quarantine

- School will follow the Qatar labour law for the Sick Leave as follows:
- During the first two weeks, the employee should receive full pay.
- During the next four weeks, the employee should receive half pay.

Stage 1 If an employee is in Quarantine for the first time (for 14 days) the school will provide full salary by submitting a sick leave certificate to apply the 14 sick leave days. If the employee use any sick leave stage 2 will apply.

Stage 2 If an employee will be in Quarantine for 2nd time:

1. If the employee is working online will receive 80% of the salary for those days
2. If not working online, the employee will receive 50% of the salary for the remainder days.

Stage 3 If an employee will be in Quarantine for 3rd time, she/he will get 50% of the salary even if working online or not.

Stage 4 If an employee will be in Quarantine for 4th time the school will provide a 30% (basic) salary payment.

Stage 5 If an employee will be Quarantine for 5th time the emergency days shall apply and for the remainder days the employee will not receive any daily salary payment.

Note: This policy is subject to change according to the Qatar Labour Law or as per the SMT directions.

Approved By
SIS Senior Management Team