



## Attendance, Leave, and Wages Policy and Procedure

**Objective:** To provide a friendly and productive working environment for not only the children and parents but also for all staff members.

**Policy:** Leave and Attendance guidelines for the children and staff are clearly outlined in the Parent and Staff handbooks which are given at the time of induction. Leave and attendance policy falls within the labour law and Learning Ladder Nursery strives to provide a comfortable working environment to its employees.

**Procedure:** To uphold the policy, the following guidelines are in place:

### Leave and Attendance

- Working days at the nursery are Sunday - Thursday. Nursery hours are 7:45 am - 6:00 pm. Individual staff working hours are specified in their employment contract/offer letter agreed o separately.
- All Staff must ensure to be present at the nursery before the children start arriving at 8 a.m.
- Attendance is monitored through the attendance register at the reception and all staff must sign in and sign out every day. Failure to sign in can result in staff being marked absent by mistake as all attendance will be compiled at day end every day.
- All staff may be required to attend training/staff workshops, staff meetings, curriculum meetings, nursery events and other similar activities, which are not held during work hours, these are to be observed as regular working days and hours by the staff
- All Staff mat be required to return to employment earlier than the children after term and summer holidays. The staff shall observe these days as regular working days
- In accordance with the provisions of the Ministry of Labor, UAE, all staff are entitled to one calendar month leave per annum. Individual leave is as per the employee contracts.
- Leave to be approved by Manager and HR and entered into the Leave Plan for the year
- Unpaid leave during term time approved on a case to case basis and staff is requested to provide at least 2 weeks notice time for such leave
- Teachers are entitled to one calendar month off during the term breaks in the academic year. The summer months are non-working for teachers and are not paid
- Sponsored TA's and nurses will get one Calendar month paid off during the summer and will work in the term breaks during the rest of the year. Prior approval to be obtained for the annual leave
- Administration staff will also have one calendar month per annum as per their contract. Their leave schedule will need to be discussed with senior management prior to approval
- For all sponsored staff, if the employment duration is less than 1 year, leave is prorated and accrued on 2 days per completed month as per the DMCC contract
- Consistently being late or absent during term time can lead to disciplinary action from the management
- All staff is entitled to up to 15 days of sick leave during the year. As per labour law, employee must present a doctor's certificate if sick leave is 3 days
- As per labour law, all female staff are entitled to 45 days paid off for maternity leave, provided there is at least one year of continuous service. Those who have worked for less than one year are entitled to maternity leave at half pay

- Probation period for new employees is 3-6 months during which no leave is allowed. Probation period can be extended if the employee's performance is not up to the level expected

### **Airfare Entitlement**

- Airfare entitlement for Learning Ladder sponsored staff is as following:
  - When an employee is recruited by Learning Ladder Nursery from outside the country, the nursery would bear the cost of employee's air ticket from employee's point of origin till Dubai or any other airport mutually agreed upon by both parties
  - At the end of 3 years of continuous service, cash towards airfare will be paid for staff as per the following guidelines:
    - At the time of renewal, if the employee is renewing their contract. This would be a return ticket from Dubai to nearest airport to the employee's hometown
    - With End of Service Benefits (EOSB), if the employee has completed 3 years but will not renew contract. This would be a one way ticket from Dubai to nearest airport to the employee's hometown
    - Cash towards airfare will be calculated on the average airfares prevalent
    - There is a cap of AED 2000 per ticket and special approval from management required if airfare exceeds this amount. The management reserves the right to refuse this approval
    - Air tickets have to be purchased and cannot be encashed
- There is no airfare entitlement for non-sponsored staff

### **Salary Payment**

- Salary is paid on the 25<sup>th</sup> of every month. This salary is wages paid for the month that is yet to end
- Staff joining mid month are paid a prorated amount for that month
- Salary for staff under AED 5000 is paid in cash and over AED 5000 is paid in the form of a cheque
- Salary advances and loans are not extended under any circumstances and employees are requested to refrain from such requests