



## Dhahran Ahliyya Schools

POLICY  
Section :Personnel

**Code:** GBO/07-02-15

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### **DAS POLICY REGARDING EMPLOYEES' ATTENDANCE, PUNCTUALITY AND LEAVES OF ABSENCE (Al Muwadheba) Effective as of 24/9/2009**

#### Preface

Bearing in mind the school's responsibilities and the spirit of cooperation on which the school is established, we have set new policies and procedures for leaves of absence, punctuality and attendance for faculty and staff.

While the school recognizes that there are some situations in which the need arises for employees to be late or absent from work, the importance of our noble work in the service of children requires that employees keep their absence and lateness to the absolute minimum. The first purpose of the policy, therefore, must be to encourage those who do avoid being late or absent. At the same time, the policy must ensure that absence and lateness are reduced to the extent possible so they result in minimal negative effects on students and minimal additional burden on the colleagues who must take over the work of those who are not present.

All employees should expect that an excess of lateness or absence from the school will have negative consequences for them as well as for their colleagues and their students. In addition to deductions from monthly salary during the school year, it could result in the cancellation of the Service Increase for Professional Performance or stopping of evaluation procedures for completion of a Developmental Level.

Employees are advised to read the policies and check on them from time to time. As with national laws, ignorance of policies and regulations cannot be considered an excuse for not following them or for not expecting their implementation by school administration. These policies are made available to all employees on paper and can be checked at any time on the school's internal website. Any questions about them should be addressed in person or by email to the Personnel section of the DAS Business Office.

The Directors' Committee wishes to thank the committees that studied the current policy and presented good suggestions. We have taken into consideration the suggestions of all the various groups and tried to come out with a plan that will be fair and productive for all.

DAS Directors' Committee

July 17,, 2009



## **GBOA/07-02-15-01 – Absence**

### **GBOAA/07-02-15-01-01 : Procedures for Absence**

- In the case that an employee knows ahead of time that he will be absent for any reason, he is responsible to inform his superintendent and principal as early as possible. Some examples of such situations might include a pre-set doctor's appointment that can only be scheduled during school time, the illness of the employee or his child that will clearly require additional days of absence, an examination for an approved degree program that is set during school time or other. Failure to inform the school **as soon as the time of absence is known** will be considered a dereliction of duty.
- In the case that an employee is faced with an unexpected situation which requires absence from work (e.g., sudden illness of self or child, breakdown of car, emergency in the house, etc.) , he or whoever stands on his behalf, should call the school receptionist at least 15 minutes before the start of work on that day in order to inform him of his absence. In the case that he knows ahead of time that he will be absent for more than one day, he should state that on the telephone or through an email to the receptionist just as soon as he knows so the school can make appropriate arrangements.
- In the case no one has informed the school – either through a telephone call on a daily basis or in writing or through an email in the case of a long term absence -- DAS shall deduct a half-day from his monthly salary for each day of unannounced absence in addition to the other deductions that result from this absence.
- The employee completes the Absence Form on the first day of his return to school and attaches the medical report with the absence Form if the absence was for health reasons, and hands them in to the principal's office, writing the dates of absence according to the Gregorian calendar.
- In case a teacher is absent, his colleagues cover for him. Upon his return, he should take back the coverage periods from the covering teachers according to a plan approved by his supervisor. (Lack of implementation of this procedure will be noted in records related to evaluation of professional performance.)

### **GBOAB/07-02-15-01-02: Paid Leaves**

#### **GBOABA/07-02-15-01-02-01: Leave for Children (For Female Employees Only)**

DAS gives the female employee a leave of three days (consecutive or nonconsecutive) to take care of her sick children. Upon her return to school, she must provide a medical report verifying their sickness, using the same procedures as if she herself were sick(See the policy 07-02-15-01-02-02, below). She also can take a maximum of five more days only if she is required to accompany her sick child in the hospital, with half her daily salary. These days are permitted after she has used up all the three days mentioned above.

#### **GBOABB/07-02-15-01-02-02: Sick Leave and Medical Certificates**

For Sick Leave, Article (117) of the Labor and Workmen's Law is applied. Article #63 of the rules and regulations set for private organizations further states that the organization has the right to require the employee to present a medical report from a medical authority which it approves.

DAS recognizes that employees, like everyone, occasionally get sick and need to seek medical attention or rest. It fully supports Saudi Labor Law which allows for a certain amount of paid leave in the case of illness. It also recognizes, however, that the generosity of the law can be misused, to the detriment of the learning and safety of the children to which the school is committed and also to the employees who must take over the responsibilities of the person who is absent. Therefore, in addition to applying that part of Saudi Labor Law which supports the employee who needs to take sick leave, it also applies that part which limits possibilities for its misuse.



Starting in the 2009-2010 academic year, all employees are required to complete the Medical Information form in the Business Office to name the medical establishments – hospitals/clinics/doctors’ offices – that they usually use. These medical establishments should be either part of the government system, Aramco, or one of those specified in the DAS insurance agreements. In addition, for women who are treated through their husbands’ insurance, they may list the establishments that they prefer to use, attaching the policy which names this establishment.

The school reserves the right to refuse any of these establishments. In such a case, the employee will be informed and required to establish himself at one of the establishments that has been approved by the school. Only the approved hospitals/clinics/doctors can be cited on these forms.

If there is no completed form on file with the Personnel Office, DAS cannot accept any medical certificate from that employee. If the particular medical establishment named by the employee is not acceptable to the school, DAS will not accept any medical certificates from that establishment. If the employee brings a certificate from another establishment not already listed and approved by DAS, the school will not accept it.

In the case that the certificate for medical leave has not been accepted, the personnel office will inform the employee through the internal email. In that case, the absence will be regarded as Other Absence (See Policy 07-02-15-01-05-03, below) and handled according to that policy.

When the employee is ill, he/she should go to the establishment named in his/her own Medical Information form. Certificates for medical leave from any other medical establishments will not be accepted, except in emergency cases which involve hospital stays over at least one night.

A list of the clinics, hospitals and doctors’ offices that are acceptable will be posted in the Business Office at the beginning of each year. They will also be attached to this policy in the Policies and Procedures section of the internal website.

The employee is responsible to update his file in the Personnel Office in case of any changes.

#### **GBOABC/07-02-15-01-02-03: Marriage, Birth, Bereavement and Hajj leaves**

Absent days related to marriage, birth, and bereavement are treated according to Article 113 of the Saudi Arabian Labor and Workmen Law, as shown below.

- A. Marriage Leave: three days only. (Persons considering marriage should study policy GBOABCA/07-02-15-01-02-03-01 on the school’s internal website.)
- B. Birth Leave: one day for the employee whose wife delivers a baby. The employee is permitted an additional day provided that he uses it during the first fifteen days after birth.
- C. Bereavement Leave: three days in case of death of one of the employee’s immediate family or parents or brother and sister. Or the employee is given a (15) days leave in case of the death of husband or wife.
- D. Haj Leave: The employee can take a Hajj Leave according to Article (114) of the Saudi Labor Law which states: “The worker has the right for a paid leave that is not less than (10) days and not more than (15) days including Eid-Al-Adha holiday in order to perform the Hajj. This leave is given only once during the employee’s service if he did not perform it before. This leave becomes due after the employee spends at least two consecutive years at work. The employer has the right to determine the number of employees who will be given this leave annually according to the work requirements.”



The application of this policy in schools, however, is a little different from other institutions. Since the Ministry of Education gives the schools an annual Hajj vacation of ten days or more, school employees do not need to request additional days in order to fulfill the Hajj. Any request for additional days can be considered once in the period of service of an employee who has already been in the school for two consecutive years. For persons who receive approval of additional days for completing the Hajj but who have not completed two consecutive years in the school, normal policies for personal leave can be applied if the leave is approved.

**GBOABD/07-02-15-01-02-04:** Exceptional Leave

The employee is permitted to have an Exceptional Leave for two days only throughout the school year under the following conditions:

1. This absence should not be directly before or after an official vacation.
2. This absence should not be during the first week of work after an official vacation.
3. The absence doesn't have to be consecutive except in the case of marriage, bereavement or children's sickness.
4. This leave should not be considered as a right but rather as a privilege to help the employee with essential matters that are unexpected and cannot be handled at any other time.

**GBOABE/07-02-15-01-02-05:** Maternity Leave

The female employee at DAS has the right to 45 days leave after delivery. In this case, the employee gets her salary during her absence according to the following conditions:

- A. The female employee who has spent less than a year of service at DAS has the right to Maternity Leave without pay.
- B. The female employee who has spent one year or more of service at DAS has the right to a Maternity Leave with half the salary.
- C. The female employee who has spent three years or more of service at DAS has the right for a Maternity Leave with three-fourths of the Basic Salary.

DAS offers the female employee a reward of SR. 3000 if she delivers during the summer vacation and reports to work on time. This reward is not given to the employee whose Maternity Leave starts or ends during the working days, or who absents herself during the year for pregnancy reasons.

**GBOABF/07-02-15-01-02-06:** Leave to Take the TOEFL or IELTS

In order to gain the bonus for Use of English Proficiency, the employee must take and succeed in either the TOEFL or the IELTS.

If the tests are scheduled by the testing agency and the employee is not permitted to re-schedule outside school hours, the time required to sit for the test will be regarded as working time – not absence or leave – once only each academic year. If the employee leaves during school time to be tested more than once in a given year, the additional time will be considered absence.



The period during which the employee can be excused is the minimum amount required to get to the place of the exam, complete the test and get back to DAS. No paid time will be given for studying for the exam or for any other requirements.

**GBOABG/07-02-15-01-02-07:** Leave For Suspicion / Development Of Swine Flu

Since the symptoms of Swine Flu do not differ from the general symptoms of seasonal flu, which are:

- Body fever and shivering.
- Running nose.
- Cough.
- Headache and pain in the body and muscles.
- Some patients may suffer from diarrhea or vomiting.

So, the employee who feels that he has two or more of these symptoms should do the following:

If he is at school, he should inform his immediate supervisor at once, fill out the leave form and then leave to see the physician in the clinic / hospital approved by DAS and later inform the school of the physician advice and follow it.

If he is at home, he should call the school (the reception or the principal's office) to inform them of the situation and then go to the clinical / hospital approved by DAS and informs DAS of the physician's advice and follows it.

Any patient clinically diagnosed by the physician approved by DAS as having swine flu (H1 N1) is given a sick leave for seven consecutive days, and is obliged to stay at home the number of days set by the doctor and follow the preventive measures until recovered from all the symptoms so as to prevent this disease from spreading in the community and to start treating it once it is clinically diagnosed by virus antibiotics like Tami flu or Relenza.

The employee resumes his work only after he gets medical certificate permitting him to return and that by the physician approved by DAS.

The employee submits to DAS personnel section the necessary medical reports issued by the clinic / hospital approved by DAS.

If a member of the employee's family is diagnosed as having swine flu, then the employee has to follow the instructions of the treating physician and present to DAS a copy of these instructions with regard to the other members of the family.

**GBOAC/07-02-15-01-03:** The Affect of Absence on Weekend Pay

If the employee is absent before or after the weekend holiday, then the days of absence will be counted according to the following table:

Absence Category	No. of absence days	Notes
Sickness with acceptable excuse*	(5) working days or less	The weekend day will not be included in the absence record of the employee.
Sickness with acceptable excuse*	(6) working days or more	The weekend days are added to the sick leave.
Personal Leave	(5) consecutive days or more	The weekend days which come after or within these days are deducted from the monthly salary.
Other Absence	(3) or (4) consecutive or intermittent days during a week	One day is deducted from the weekend days which come after these days, and both days of the weekend are deducted if the Leave comes during these days.
Personal Leave or Other Absence	Two consecutive days	The salary of the weekend days are paid fully.



Personal Leave or Other Absence	From Wednesday to Saturday	The weekend days that come within these days are deducted from the monthly salary.
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In any case, the deduction of the weekend days will be on the basis of one day of deduction for one day of absence.

\* An acceptable excuse is any excuse mentioned in the Labor Law or Attendance Regulations of DAS.

**GBOAD/07-02-15-01-04:** Personal Leave without Pay with DAS approval

This leave is taken for personal reasons and is not covered by any other leave policies of DAS. This leave is granted according to Article (116) of the Saudi Arabian Labor and Workmen's Law.

DAS strongly discourages employees from taking personal leaves. However, it recognizes that there are times when employees feel that such leave must be taken. According to the Saudi Labor and Workmen's Law, the contract will be suspended as a result of this leave if it exceeds twenty days unless the two parties have agreed otherwise.

The conditions for such leave are:

1. The employee should present a written request to his immediate supervisor at least one week before the first day of the required leave.
2. The immediate supervisor sends this request to the school's Principal and meets with him to discuss it.
3. The Directors Committee (on the same side) considers the request and takes a decision within 48 hours.
4. If they approve the request, they sign it and send a copy of it to the Business Office and to the concerned employee.
5. The employee may not be permitted a personal leave immediately before or after an official vacation. (For example, mid-term vacation, summer vacation, or the two Eid vacations).

The Directors Committee may approve the employee's request for a personal leave according to the following criteria:

1. The maximum number of days that can be given as a personal leave for any reason is five consecutive days.
2. The purpose of the personal leave is to do something essential that cannot be done at any other time.
3. The employee has arranged with another colleague to cover his duties during his absence or with a former DAS colleague who is approved by the Principal as being capable of fulfilling the responsibilities.
4. The employee has done enough planning and preparations to make sure that the students, colleagues, and the school will not be negatively affected by his absence.
5. The employee has not taken any personal leave during the previous five years.
6. The employee has an excellent record with regard to attendance and punctuality.



If these conditions are met and the Directors Committee agrees on the personal leave, then the days of the personal leave, whether consecutive or not consecutive, will be counted as follows:

- A. The first (5) days will be counted on the basis of one day for each day of absence.
- B. The two Exceptional Days may be used for this leave if they were not used before.
- C. If the employee exceeds the number of days agreed upon by the Directors Committee, then DAS will deduct two days for each day of absence from work, including all the number of days agreed upon and weekend days. Also, this action may result in suspending the annual increase or stopping procedures of evaluation for developmental levels or terminating the contract, if DAS decides to do so.

If the Directors Committee does not agree on the personal leave but the employee insists on taking the leave anyway, then the employee will be treated as follows:

- A. The request for leave will be considered as a resignation from work at DAS.
- B. In case DAS is willing to re-employ this person, he will be recruited according to a new contract.

**Important Notes:**

1. This policy of permitting personal leaves for full or partial days is to be used only in cases of emergency or severe need. Employees should not see these leaves as an acquired right and attempt to use up the days before the end of the school year.
2. Absences for any reason which do not come within the Saudi Arabian Labor Law or DAS Policy and have not been pre-planned and approved may not be considered as Personal Leave but rather are considered as Other Absence and are covered in Policy GBOAEC/ 07-02-15-01-05-03.
3. If the employee follows the procedures for absence, and his absence is approved and within the permitted limits, the amount of the deduction of his pay for these days will be on the same basis as the other days of the working month.

If the employee has not followed the appropriate procedures for absence, DAS shall deduct these days from his monthly salary even if his absence would ordinarily be permitted.

**GBOAE/07-02-15-01-05: Absence Categories**

**General Note:**

The Personnel Office sends monthly notices to employees showing cumulative records of absence and lateness. Employees are responsible to take note and adjust their practices when they see that they have taken an unfair share of absences and lateness.

The Evaluation Committee looks at the accumulative records of the employees at the end of each semester and takes the appropriate decision in light of DAS policies and regulations.

**GBOAEA/07-02-15-01-05-01: No Absence at All (Zero Absence):**

If an employee isn't absent for any reason (with or without an excuse) throughout the school year, he shall be granted the three privileges listed below, provided that he didn't take more than the permitted number of Leaves for a Partial Day During Working Hours.

1. A recognition certificate.



2. An extra day off during the final exams, or an extra day off added to his summer vacation, or additional pay for one day , depending on what DAS see as appropriate. (In the interest of the work, Directors, Supervisors, and Heads of sections are excluded from making a choice.. They have to work that day and DAS shall pay them extra for it).
3. Two days salary paid at the end of the year according to the basic salary (not less than SR. 100 for each day). The employee who has exceeded the number of times for permitted Leaves for a Partial Day by one time only shall be paid a one-day salary according to the basic salary at the end of the year (not less than SR. 100).

**GBOAEB/07-02-15-01-05-02: Absence for One Day Only:**

If the employee is absent for one day only for any reason throughout the school year, and if he doesn't exceed the number of permitted Leaves for a Partial Day, he is granted:

1. An appreciation letter from the school's Principal, given at the end of the year.
2. One day's salary given at the end of the school year according to the Basic Salary (not less than SR.100).

**GBOAEC/07-02-15-01-05-03: Other Absence:**

Other Absences are those that are not covered by approved medical certificates as described in policy GBOABB/07-02-15-01-02-02 and are not permitted according to Saudi Labor Law and/or DAS policies.

Penalties for **Other Absences** will be as follows:

- For the first day of absence, a deduction of one day's salary will be applied. (On condition that the absence does not fall immediately before or after an official holiday).
- After the first day of absence, a deduction of two days' salary will be applied for each day of absence.

**GBOAED/07-02-15-01-05-04: Continuous Zero Absence – Additional Reward**

If the employee's accumulative record shows that he/she hasn't been absent for three consecutive years, DAS shall give him:

- A. A Recognition Certificate.
- B. An additional reward of three days salary according to the basic salary (not less than SR. 100 for each day) paid at the end of the school year with the final settlement for the vacation salary.

**GBOAEE/07-02-15-01-05-05: ABSENCE DURING SUMMER TRAINING**

1. As is made clear in its statement of strategy, the main vehicle for continuous progress at DAS is the training period that takes place every summer which is attended by all DAS personnel. During this period, members of the faculty and staff work together to learn and make plans to ensure that the following year will, in fact, result in improvement of the learning experience of all DAS students. This period of time spent together without students or other distractions is essential for the faculty to reflect together and ensure that they learn from the experience of the current year as individuals, as groups and as entire school.





2. As a result, it is the policy of DAS that all employees must be committed to attending and giving full attention to learning and improvement during the summer training period. There can be no alternative to this commitment if the school is to continue to move forward. Attendance is essential for the benefit of both the individual and the group. Since we know that professional learning is a collaborative effort, we know that everyone must be there to attend to their own learning and to contribute to the learning of others.

3. It is understood, of course, that life occasionally gives us situations which make it very difficult for us to be committed to our work. These are very rare circumstances. Examples of times that would be understandable include, for example, acute illness of self, or very serious illness or death in immediate family or other similar extreme circumstances which are out of one's hands and cannot be deferred. Absence of more than 3 days to get married or attend marriage or absence to accompany a spouse who is on vacation at that time is not considered acceptable reasons.

4. An employee who wishes to be absent during the training period should consider very carefully the necessity and exert all possible efforts to avoid doing so, if s/he finds no alternative, s/he should write a letter explaining the reasons and clarifying why it is impossible to handle the matter at any other time. The Directors of the same school will meet to make a decision according to the guidelines below.

5. In the case of absence that can be accepted, the consequence will be deduction of one day's pay per day of absence. If the absence is not accepted, the consequence will be the application of the policy regarding absence before or after an official vacation which requires deduction of two day's pay for every day's absence.

6. Absence from the training period for reasons that cannot be accepted can only happen a maximum of once in eight years of employment at the school. If the need for unexcused absence arises a second time in eight years, and the employee insists on leaving, the school has the right to terminate the contract. The school can choose to rehire the person after a year on the same salary as in the year before the contract was terminated, if the employee writes a commitment that he will attend further training periods fully. If he is absent again, he may not be rehired in the future.

7. In case of an employee with an excellent record of attendance and a clear record of continuous personal development, the period that is counted as absence can be reduced if the employee takes alternative training outside the school. This training might be taken through attendance at an approved course or workshop or it might be taken through an approved on-line course (examples, through ASCD or Harvard's WIDE World program). In such a case, the employee is responsible to pay all the expenses of the course. Both the source and the topic of the training to be taken must be approved beforehand as being useful to the employee and the school.

8. In such a case, the accounting office will proceed as usual to make the deductions according to the policy. However, if the employee then brings in the official certificate of completion of the course within the same calendar year, brings the work done as part of the course, and makes a convincing/acceptable presentation to his colleagues of at least one hour about what he learned, an equivalent number of days or hours may be removed from the number of days for which deductions are to be made. In such a case, the number of hours or days to be reduced will be decided on by the Director of Curriculum and Professional Development according to the particular courses that have been taken



**GBOAF/07-02-15-01-06: Deductions as a Result of Absence Before or After an Official Vacation:**

1. If an employee absents himself immediately before an official vacation, two days shall be deducted from his monthly salary for each day of absence, and one day shall be deducted for absence of part of a day.
2. If an employee absents himself immediately after an official vacation, two days shall be deducted from his monthly salary for each day of absence, and one day shall be deducted for absence of part of a day..
3. If an employee returns to work on the first day after an official vacation but then absents himself during any of the next four days without submitting a medical report that DAS accepts or without death of any of his immediate or extended family, one day shall be deducted from his monthly salary for each day of absence. Exceptional Days cannot be used in the first week after a vacation.
4. If at the end of the academic year it is found that an employee whose salary has been deducted two-days-for-one because of absence immediately before or after an official vacation (a maximum of two days) but that he did not use both Exceptional Days, then the unused Exceptional Days will be applied to cover an equal number of days of the extra deduction made under this policy (for Absence Before or After an Official Vacation). If necessary to apply this exception, the amount will be returned to the employee with the pay for summer vacation.

**GBOAG/07-02-15-01-07: Leave of Absence for a Partial Day During Working Hours**

The administration of DAS recognizes that situations occasionally arise in which the employee must attend to personal business for a short time outside the school during working hours. That is why DAS permits the employee to leave the school for part of day without deducting any amounts from the salary provided that the employee arranges for such leave before he/she is to go out (according to the conditions for permission to leave):

**Regulators of the Policy:**

- The number of permission hours allowed is (12) hrs. with fraction of half an hour is considered half hour.
- The number of permission times allowed is 10.
- The maximum period for the permission allowed is 4 hours.
- The minimum period for each permission allowed is half an hour.
- If the employee needed permission hours more than it is allowed (12 hrs.) or needed permission times more than 10, he/she may ask for using the Exceptional Days provided that the permission times do not exceed (3) times along with abiding by the maximum and minimum duration for leaving. The Exceptional Day will be equal to (6) hours.

**Consequences of Violating the Permission Policy:**

Kind of Violation	Consequence
Exceeding the number of permission hours allowed (12) hours	Two hours will be deducted from the salary for each permission hour, with fraction of half hour is considered half an hour.
Exceeding the number of permission times allowed (10) hours	



Permission for any part of the day on the first or last day before or after an official vacation	Deduction of one full day from the salary.
If the employee returns to school after the time stated in the permission form	The extra period will be deducted from the monthly salary, with fraction of half hour is considered half an hour.

**Conditions for Permission to Leave the School According to this Policy:**

1. The absence should not come during a regularly or previously scheduled committee or team meeting or parent-teacher conference, or club time or any other activity which requires his presence in the school.
2. The employee may not request a Leave of Absence for a Partial Day on the last day of work before a vacation, or on the first day of his reporting back to work after a vacation. If he violates this condition, then one day shall be deducted from his salary.
3. The employee may not request a Leave of Absence for a Partial Day during the summer training unless it is approved in writing by the Director of Curriculum and Professional Development.
4. Lateness for work cannot be considered as a Leave of Absence for a Partial Day unless the employee completes the permission form at least one day before submits it to the person concerned, and have it signed. Calling in the school on the morning of the day of lateness cannot be accepted for this purpose because no one in the school will have been prepared to cover for the teacher who is late.

**Important Note:**

The employee may not, for any reason, leave the school after he signs his name in the attendance record in the morning unless he completes the permission form and uses the Smart Card when leaving and coming back.

**Procedures for Permission:**

1. The employee completes the permission form during working hours, showing any responsibilities or duties that he has during the time of absence and how they will be covered.
2. The immediate supervisor signs his name on the form **IF** he is confident that an acceptable plan has been made to be sure the employee's work and any duties are covered during his absence.
3. The immediate supervisor submits all the permission forms that he signed to the receptionist.
4. The employee uses the Smart Card when signing in and signing out. In addition, the employee who is responsible for keeping the administrative records writes down the time of leaving and returning and obtains the employee's signature on the record.

If a female employee wants to visit the annex building during the working hours for any reason, she should fill out the permission form, except in the case of a general parents' meeting or a parent-teacher conference or in case she is assigned for some reason to go there.. (This procedure is not required from the supervisor and teachers of the pre-school level).

**GBOB/07-02-15-02: Punctuality**

**GBOBA/07-02-15-02-01: Rewards for Punctuality**

Employees who are punctual are rewarded at the end of each semester as follows:



- A. If the employee's record shows that morning, he is granted a one day's SR.100, whichever is more, paid at the end of the school semester. he has never been late for school in the salary according to his basic salary or
- B. If an employee's record shows that he has never been late for duties of supervising children outside the classroom, he is granted a one day's salary according to his basic salary or SR.100, whichever is more, paid at the end of each school semester.

Thus, DAS gives an opportunity for each punctual employee to obtain a reward of a salary of four, three, two, or one day per year, in addition to the reward for zero absence mentioned before.

**GBOBB/07-02-15-02-02: Deductions for Tardiness**

A school is responsible for the children on its grounds. If the employees of the school are not in their places on time, students will be left without supervision and arrangements will not be made for fulfilling the school's responsibilities. DAS has not asked most of its faculty and staff to come very early, long before the students in the morning; however, it must require that they keep the schedules very carefully in order to ensure the safety of the children and orderly management of the school day.

Fortunately, most faculty and staff members understand the importance of this requirement and arrange their personal schedules in order to fulfill their responsibilities to the students and school. Unfortunately, some do not. In failing to be punctual, they put the children at risk and put an additional burden on their colleagues who must be asked to fill in for the person who is missing. For this reason, it has become necessary to set a plan of clear penalties for those who consistently fail to arrive on time. Because there are only a few minutes between the required arrival time for all employees and the beginning of the school day, even a few minutes of lateness can have a large affect on students and colleagues. As a result, penalties for lateness must also be measured in minutes.

The plan for deductions for tardiness depends on a system of accumulating a certain number of points that determine the amount of the deduction as shown below:

Period of Tardiness	No. of Points
If the employee arrives late for work from 1-4 minutes	The delay will be observed without counting points.
If the employee arrives late for work for more than five minutes and up to 9 minutes	One point
If the employee arrives late for 10 minutes or up to 14 minutes	Two points
If the employee is late for 15-19 minutes	Three points
If the employee is late for 20 minutes or more	Four points + deduction from the day's salary (any part of a half hour will be deducted as a half hour)
If the employee arrives late for the first morning duty or dismissal time	Three points
If the employee arrives late for any duty during the working hours	Two points
If the employee fails to attend for a duty during the working hours without obtaining the approval of the administration in advance	Four points
If the employee fails to attend for the first morning duty or the last dismissal duty without obtaining the approval of the administration in advance	Five points

**Notes:**



1. The employee should inform the school receptionist at least fifteen (15) minutes before the start of work if he is going to be late or absent so the administration is able to make the necessary arrangements for substitution with the least amount of disturbance for the other employees and students.
2. In case an employee is to be late or absent for the first morning duty, he should call the responsible Muraqib by mobile telephone in advance to give sufficient time for making the necessary arrangements.

#### **GBOBC/07-02-15-02-03: Explanation of the Accumulative Points System**

1. **If an employee accumulates a total of five (5) points**, the Business Office will send him a written notice, and a copy of this notice will be sent to the school's Principal and the immediate supervisor.
2. **If an employee accumulates a total of fifteen(15)points (i.e., he has moved up from 5 to 15 points)**, the Business Office will send him a written notice in which he is informed of a deduction of one day from the permitted Exceptional Days. In the case that he has already used up those days for other purposes, then that day will be deducted from his monthly salary, and a copy of this notice will be sent to the Principal and the immediate supervisor.
3. **If an employee accumulates a total of twenty-five (25) points (i.e., he has moved up from 15 to 25 points)**,
  1. The Business Office will send him a written notice indicating a deduction of one day from the monthly salary, and a copy of this notice will be sent to the Principal and the immediate supervisor.
  2. The Principal, the immediate supervisor, and the employee will meet to set an improvement plan. A copy of plan will be sent to members of the Evaluation Committee.
4. **If an employee accumulates a total of thirty-five (35) points (i.e., he has moved up from 25 to 35 points)**, the following procedures will be followed.

#### **A - The Procedure:**

1. The Personnel Section informs the concerned employee in writing of the new status and gives him a copy of the improvement plan form. His Principal receives a copy of the memo sent.
2. The concerned employee is to fill out the form and to submit it for the Principal within a week of its receipt.
3. The Principal invites the Evaluation Committee and the concerned supervisor to study the plan and suggest any changes needed. Then the final plan is returned to the concerned employee for implementation. A copy of that plan is put in the employee's file in the Principal's office.

#### **B - The Consequences**

1. One day will be deducted from the monthly salary.
  2. In addition, the Evaluation Committee studies the employee's status to determine whether he has moved below the minimum expected level of professional performance.
- It is noteworthy that this step may result in freezing the employee's Service Increase for professional performance for the following year. In other words, in preparation of salaries for the following year,

he might not receive that  
is associated with



part of the Service Increase that  
professional performance.

- 5. If an employee accumulates a total of forty-five (45) points (i.e., he has moved up from 35 to 45 points),** then one day salary will be deducted from his salary. At this point, it is certain that the employee is no longer meeting the minimum expected level of the professional performance. In this case, the employee's Service Increase for the following year must be denied and the process of performance evaluation for completing a Developmental Level must also be suspended. Further, the school has the right to terminate the employee's contract, if it wishes to do so, without prior notice.

Any time this employee accumulates a total of ten (10) additional points after that( i.e. after 45 points) , one additional day shall be deducted from his monthly salary.