



迪拜中国学校
CHINESE SCHOOL DUBAI

P.O.Box : 624355, Dubai, UAE Tel: 04-2202275
Address : 58C St. Mirdif, Dubai, United Arab Emirates

Sick Leave Policy

Arrival and Departure Times

All staff are expected to be on the school premises by 7:30 am during the working week. Staff should be available on the school premises until 4.30 pm. Permission to operate outside of these designated hours should be confirmed by the relevant Head of School and in advance.

Policy Objectives

The purpose of the Leave Policy is to ensure all employees have a clear understanding of entitlements and requirements regarding holidays and leave. This policy is intended to inform all employees of the procedures that must be followed when applying for leave and reporting absences.

Leave Approval Authority and Exceptions

All employees must provide as much notice as possible when applying for leave days. Approval of leave is at Management discretion based on operating needs and with consideration of the seriousness of the case. A staff member is to discuss and obtain approval for Leave requests from his or her direct line manager. Except for emergency situations, all leave must be approved by a staff member's line manager in advance. The College will aim to facilitate leave requests where possible, however, there may be occasions where leave cannot be approved for operational reasons.

Pro Rata Leave

Employees who are appointed during the year shall be entitled to leave on a pro-rata basis. A Leave year is the same as the school year i.e. from August 1st to July 31st the following year. Employees joining the College in the middle of a school year will be entitled to leave pro-rated per the commencement date. Where pro-rated leave is less than 0.5 day, it shall be rounded up to a half day. If the pro-rated leave is above 0.5 day, it shall be rounded up to one full day.

Sick Leave During Epidemic

If staff contracts COVID-19, this can be treated in the same way as any other sickness absence in terms of payment. For completeness, the UAE Labour Law provides that an employee is entitled to 90 calendar days of sick leave in any 12-month period. The first 15 days are payable at full pay, the next 30 at half pay and the remaining 45 days are unpaid.



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If staff stay home for self-isolation and can work from home, they are paid and it becomes a usual working day.

Step #	Responsible	Activity								
1.	Employee	When a planned leave (e.g. Annual Leave, Home Leave, Paternity Leave, Marriage Leave, etc.) is identified, the College should be provided with as much notice as possible. Minimum notice guidelines for planned leave are listed below: <table><tr><th>Leave Length or Type</th><th>Minimum Notice</th></tr><tr><td>Less than 1 week</td><td>2 weeks</td></tr><tr><td>1 Week or more</td><td>4 weeks</td></tr><tr><td>Maternity</td><td>6 months</td></tr></table> If sufficient notice is not provided, Management may not be able to arrange appropriate plans to backfill for the absence. The College will aim to facilitate leave requests where possible, however, there may be occasions where leave cannot be approved for operational reasons.	Leave Length or Type	Minimum Notice	Less than 1 week	2 weeks	1 Week or more	4 weeks	Maternity	6 months
Leave Length or Type	Minimum Notice									
Less than 1 week	2 weeks									
1 Week or more	4 weeks									
Maternity	6 months									
2.	Employee	Complete a <u>Leave Application Form</u> and submit to the employee’s direct manager. Leave Application Forms can be obtained from the HR department. If an employee’s leave balance is required as part of the leave request (e.g. Annual Leave), the employee is responsible for contacting HR to obtain this information.								
3.	Line Manager	Review the leave request to verify that the employee is eligible for requested leave (e.g. completed probationary period or other waiting periods). Approve, deny or suggest alternative leave options. <i>If within standard policy guidelines, go to step 6.</i> <i>If outside of standard policy, go to step 4.</i>								
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4.	Line Manager	Request approval from the Headmaster / Headmistress for policy exception and copy HR.								
5.	Headmaster / Headmistress/ DBA	Approve, deny or request additional information from Manager and copy HR.								
6.	Line Manager	Notify employee of the decision and return signed leave request form.								
7.	Employee	Submit the signed, approved <u>Leave Application Form</u> to HR prior								
8.	HR	Verify accuracy of the <u>Leave Application Form</u>, update records and applicable leave balances.								