

HUMAN RESOURCE POLICY, PROCEDURES AND GUIDELINES

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September 2021

Section 1: Induction

Staff will receive the Staff Handbook that contains HR policies, procedures and guidelines upon joining MCIS. As part of the induction process staff are expected to familiarize themselves with, and sign off to declare that they have read, understood and will adhere to all of the policies and procedures. The handbook and external policy files are available in hard copy upon request.

Staff Absence, Cover and Late Arrangements

Absence

Where absence is planned teachers must ensure that all lessons they are missing are well planned and resourced and, where relevant, any support staff are informed and prepared in advance.

Where possible, when an extended absence is planned, the school will endeavor to provide a full time cover teacher. If possible, the member of staff should meet and provide a handover to the Cover Teacher.

If your absence is longer than one day please ring in each day between 1:30pm and 2:00pm so that arrangements can be made for the following day.

A sick note from a doctor must be provided for all medical absences from day one (see section on medical leave below for more information)

Late

If you are running late, please phone you're Head of Department or on their Mobile no. and they will pass your message to the relevant staff. If you are unable to get through an alternative member of staff or Reception.

Cover

Every attempt will be made to maintain continuity for the class and to avoid disruption for other teachers. Cover for absent staff is managed through internal cover arrangements. Teachers who have 'Cover' slots on their timetable will be the first port of call when allocating cover.

Where possible teachers who are absent are expected to leave work, and all necessary resources, with clear instructions to be completed by students. Where the absence is planned in advance teachers should meet with those providing cover to ensure a clear understanding of the tasks set and how to use the resources allocated.

Probationary Period

- Academic Staff: 6 months
- Academic Support & Admin Staff: 6 months

During the probationary period you will be evaluated by your Line Manager.

Each new member of staff will have an interim probationary meeting mid-way through their probationary period. At this meeting interim targets will be set.

Another meeting will occur at the end of the probationary period and the concluding assessment will be forwarded to the Principal for final approval. Your final evaluation result will either be:

Confirmed, Extended, Terminated. **It is absolutely the Management's discretion to extend the review of your performance for a further month.**

Once a member of staff has successfully completed their probation they will receive targets for the academic year and, in conjunction with their line manager, will create an action plan to meet their targets. These targets will include CPD opportunities and will support personal, professional and school improvement targets.

Staff who are not under probation also undergo an appraisal and should refer to the 'Appraisal Process' for further information on this matter.

Professional Behavior

A high standard of behavior is expected from staff at all times:

- No shouting – unless there is a fire or a serious incident is about to occur
- No chewing of gum or smoking on the school premises. Smoking on site will lead to immediate termination of contract.
- No use of mobile phones when children are in your care. Any personal use of telephones during break times should be conducted in private. Staff phones should not be visible in lessons and should be on 'silent' mode.
- No use of social networking websites, adult sites or personal emailing when children are in your care. Staff are advised not to be friends on sites such as Facebook with parents of children attending MWIS.
- Staff must not post comments on social network sites that are considered derogatory or detrimental to MWIS. Failure to adhere to this could result in disciplinary procedures.
- Staff may not leave the school premises during the school day without permission from the Head of School. Please sign in/out when leaving and returning to school.
- Staff must NOT carry children around, swing them, hang them upside down or lift them off the ground. Children may sometimes need to be held and comforted and this is OK if they themselves initiate it.
- Staff may not physically pull or push the children. This form of action will be considered a serious breach and may result in immediate termination of contract.
- Staff must use appropriate language when on the school premises and call staff, parents and children by their correct names. Staff should dress professionally.

If staff have any concerns regarding an issue with a colleague they are encouraged to deal with this in a professional, courteous and honest manner, by speaking constructively to the colleague in the first instance.

Should there be any serious or on-going concerns then please bring the matter to the attention of your line manager and then to school leadership if not resolved. Please refer to disciplinary policy for further details.

Our own views on faith and politics

Staff may not at any time share their religious or political views with the children in their care. Lesson content must be taught in a balanced way. Where questions arise about faith or politics, staff must refrain from giving their opinion and instead try to answer the question in a broad and balanced way. If you have any concerns about this aspect of teaching, please see your Head of School.

Staff Conflicts of Interest

No Employee shall use school facilities for personal or financial gain in activities unconnected with approved school or after-school programs.

Problem Solving Procedure

Members of the professional staff should keep the school administration thoroughly informed of matters which could affect the smooth and efficient operation of the school. It is in the best interest of everyone concerned to solve any problem as soon as possible and at the lowest possible level.

Unprofessional conduct, including gossip, demeaning another employee or the school, or violating the professional code of conduct will not be tolerated. All staff are expected to model and encourage our school's values curriculum and that begins with how we treat one another. Rumors should be dealt with by going to the source to confirm/deny or ignoring them and refusing to pass them along.

Section 2: Guidelines Pertaining to Professional Staff

Pay Schedule

Salaries are finalized on the 12th of each month and paid at the end of each month, Salaries will be paid in bearer cheques or bank transfer. Several banks allow for the opening of bank accounts before residence visas have been finalized. However, all employees are obliged to have an operational Abu Dhabi Bank account on completion of their visa process and salary will be automatically deposited in the account via Wages Protection System 'WPS' system.

Salary Deductions

No income tax is withheld from regular salary payments. Deductions for Leave without Pay, Utility charges (if staff using School accommodation), or any School assets damaged or lost items will be recovered and will be noted on the employee's pay slip.

Staff Orientation

Senior Leaders plan orientation activities for new and returning staff at the beginning of each school year. All staff are required to attend induction.

The purpose of the orientation programme for new Staff members is to acquaint them with:

- School policies, procedures, and routines
- Physical arrangements of the school.
- All about MWIS
- Their new living situation and the U.A.E.
- Curriculum and assessment procedures.
- Members of the staff team.

Professional Development

Maple Wood International School recognises that Professional Development is an integral part of success at MWIS and we believe that highly skilled, highly effective teachers help students learn more.

There are three types of Professional Development at MWIS:

1. Internal Professional Development: provided by leaders and colleagues within the school
2. MWIS Professional Development: provided through School Leaders.
3. External Professional Development: provided by outside sources within and outside the UAE

After staff have completed their probationary period they may request to attend suitable curriculum CPD. The Principal must sign off the final approval for all training courses

Applying for Professional Development

1. Fill out a CPD application form (Please see appendix 1)
2. Fill out a Request for Leave application (Please see appendix 2) if PD opportunity is during school hours
3. Have forms signed and approved by your Department Heads - and final approval by Principal
4. Hand in both PD forms to the HR Department as well as the Request for Leave
5. Ensure that all lesson plans have been created and all resources are available for the cover teacher on the day of your Professional Development

Section 3: Staff Code of Conduct

Alcohol / Drug / Smoking Policy

Maplewood International School is a smoke, alcohol and drug-free campus. Staff may not smoke, drink or take drugs on campus or while supervising off-campus events, including field trips.

Please be aware that the UAE Government has a zero tolerance policy regarding drug use and possession, as well as a zero tolerance policy on driving under the influence of both drugs and alcohol. Legal penalties are strong and often include imprisonment and deportation. Staff members should familiarize themselves with UAE laws and act with caution and respect for local culture and customs.

MWIS professionals should never be under the influence of alcohol or drugs while working with or supervising students, including off-campus field trips and because emergencies can develop at any time, teachers may not consume alcohol even during the 'off-duty' evening hours of field trip supervision for secondary students.

Staff Dress Code

Staff at MWIS are expected to be good role models in their dress and general appearance for our students, who also follow a dress code. Staff should take into consideration the local culture, customs and attitude of the local community. Staff need to dress professionally and wear clothing that is appropriate for their body frame. All staff are expected to be appropriately dressed, tidy in their appearance and to dress in a fashion which is fit for purpose, appropriate to their role in school and is culturally acceptable.

Please use the following guidelines when selecting professional attire:

Women:

- Knee length or longer dresses and skirts (at least touching the knee when standing) loose fitting
- Suit/smart trousers (no jeans or shorts)
- Shirts or blouses (no t-shirts or logos). Please ensure that all cleavage and bras are well and truly covered. Leather shoes or leather sandals (no flip flops) All shoe wear must have backs
- Formal UAE Dress "Abayaa"
- PE clothes when appropriate

Male:

- Suit
- Jacket – a jacket must always be available in school incase needed. Jackets must be worn to all formal events including assemblies, productions, presentations, concerts etc.

- Smart trousers (no jeans)
- Long or short sleeved shirt
- Tie
- Leather shoes
- PE clothes when appropriate

The use of jewelry should be kept to the minimum and matching with UAE culture.

Painted hair dyed all kind of colors are not allowed.

Tattoo must be covered all the time.

All employees are asked to be respectful of the religion and culture of UAE and to dress keeping in mind those sensitivities.

Special Conditions:

In case of any medical reason the staff members could not comply with the aforementioned code, he/she should submit a medical certificate stating reasons, school management shall consider this reasons on case by case basis and may give a written exception for a specific period of time at its sole discretion.

Non-compliance with aforementioned rules and guidelines will face serious disciplinary action.

Dress for School Trips

Staff are encouraged to wear clothing that is appropriate for the weather and level of activity during the trip. This may include smart trousers and trainers. However, as you will be representing the school in public, please ensure that you look professional and presentable.

Internet Use

Internet access is provided for educational purposes only. Staff should refrain from personal use of the school's internet services during the school day (7:30am – 4:30pm) including external email services and social network sites. At no time should staff visit sites or log on to programs that, if viewed by others, may result in allegations of unprofessional behavior.

Email Use

Staff should only use their own email address to send emails, it is not permitted to use another member of staffs email and any request to do so should be declined.

Section 4: Staff Working Hours

Duty Days

The standard teacher contract will be as per ADEK approved school calendar.

Hours of Employment

Core working hours in MWIS are from 7:30 AM to 3:15 PM with on-time, 45 minutes, lunch break from Sunday to Thursday. On Thursday, if the core working hours got changed by the school management; no lunch breaks shall be utilized. Modelling punctuality is the responsibility of all professional staff.

At times, staff will be required to attend meetings called outside the normal working day, such as school staff meetings, departmental meetings and student productions. Staff must be willing to extend effort and energy beyond the typical school day, contribute to extra-curricular activities and to serve on staff committees as required.

Below are the staff hours of employment timing:

Academic and Academic Support Staff	7:30AM -03:15PM
Administrative Staff	7:30AM -03:15PM
Administrative Support (cleaners and technicians)	7:30AM -03:15PM

If the school needed to close for any reason the leadership team will inform the staff for procedures.

Section 5 – Staff Attendance

Attendance and punctuality are essential conditions of employment enabling MWIS to plan and conduct its business with minimal or no disruption. No salary or other allowances or incentive payments will be paid for periods of unauthorized absence.

Daily Attendance

Staff members are expected to be in school between the working hours set above, Sundays to Thursdays. Staff are allowed to stay to finish their task/assignments. If the employee commences to work prior the official working time; the employee still will have to stay until the end of the official working time.

The Line Manager should ensure the working hours are being adhered to and should inform the Leaves and Attendance Personnel regarding violations immediately. A weekly check across staff attendance shall be conducted to ensure compliance with Time & Attendance.

Occurrences

An occurrence is documented as an absence, tardy or missed time clock in/out. While an absence refers to a single failure to be at work, an occurrence may cover consecutive absent days when an employee is out for the same reason. The following grid is designed to provide guidelines when addressing the total number of occurrences in a rolling 12-month period and all below will be documented by HR department.

	Occurrence/ Days	Discipline/ Steps and Action
Occurrence 1 Occurrence per payroll cut off and is equivalent to: <ul style="list-style-type: none"> • 1 Absence without approval • 3 Tardiness • 3 Missed to clock in or out 	4	Step 1: Verbal Warning (Documented)
	6	Step 2: Written Warning (Documented)
	8	Step 3: Final Warning(Documented)
	10	Step 4: Termination (Documented)

Total Number of Days of Absent • Consecutive or Non-Consecutive • Does not apply to tardy <i>Note: Sick Leave with proper documentation does not apply to days of Absent.</i>	6	Step 1: Verbal Warning (Documented)
	9	Step 2: Written Warning (Documented)
	12	Step 3: Final Warning (Documented)
	15	Step 4: Termination (Documented)
Single Day of No Call/ No Show	1	Step 1: Written Warning
	2	Step 2: Final Warning
	3	Step 3: Termination

Bio-metric attendance or Face ID Recognition

All staff must clock in at the bio-metric scanner each morning and clock-out before leaving school premises. Failure to do so may result delay or loss on your pay.

Leaving campus

You must gain prior agreement from your direct manager and notify the Leave and Attendance Personnel before being absent from work. In that case an explanation satisfactory to the School must be given for your absence. If you do not have your manager's prior agreement to your absence you must:

- Comply with the School's rules and procedures if the absence is due to your sickness or injury; or
- If your absence is due to any other reason you must telephone your manager/supervisor at your normal starting time, or as soon thereafter as is reasonably practicable, in order to advise of your absence and provide a satisfactory explanation for the absence.

If the School considers that the explanation you have given for your absence, verbally, or in writing, to be unsatisfactory or false then action under the School's disciplinary procedures may be taken.

Leave and Absences

Annual Leave

An Annual Leave entitlement is provided in order to allow employees to spend an appropriate period away from the workplace to be productive when they are at work. Annual Leave entitlements are expressed as a number of calendar (for admin staff) or working days (for academic staff) days according to the following schedule:

Departments	No of Annual Leave
Teaching and other Academic Department	50 calendar days in the summer plus Winter and Spring Break
Admin Staff	45 calendar days plus Midterm, Winter and Spring Break
Admin Support staff (including technicians, cleaners and driver)	30 calendar days plus Midterm, Winter and Spring Break

- All Annual Leave must be taken during the school holiday periods unless agreed in writing by the Principal (for Academic staff and Academic Support Staff) or the Department Manager (for Admin Staff).
- No employee is permitted to avail Annual Leave without an available leave balance unless written permission is given by the Principal (for Academic Staff and Academic Support Staff) or the Department Manager (for Admin Staff), in which case the negative leave balance resulting from the leave in question is subtracted from the following year's entitlement. Annual Leaves are not allowed to be carried forward.
- During the probationary period an employee is entitled to 1.5 working days' Annual Leave per month but is not permitted to incur a negative leave balance under any circumstances.
- A period of absence agreed with a newly-hired employee prior to joining that falls within the probationary period but is in excess of the available leave balance is treated as Unpaid Leave.
- During any period of Unpaid Leave the employee does not receive basic salary or any monthly paid cash allowances other than the education allowance for child for academic staff.
- For those teachers in school provided accommodation the cost of their housing will be prorated in line with their Unpaid Leave and this will be deducted either from their final settlement or their monthly salary.
- MWIS reserves the right to schedule Annual Leave on behalf of an employee to ensure that operations and business requirements are not adversely affected.
- Annual Leave applications of more than two working days must be submitted in writing or electronically at least three weeks prior to the intended start date of the Annual Leave period and must be approved by the employee's Department Manager.
- Annual Leave applications of two or less working days must be submitted in writing or electronically at least 24 hours prior to the intended start date of the Annual Leave period and must be approved by the employee's Department Manager.
- If an employee leaves the service of MWIS with a negative leave balance then the negative leave balance is pro rata' based upon the employee's final total salary (basic salary plus all monthly-paid cash allowances) and this sum is deducted from the employee's final financial settlement.
- If it is foreseen that return from leave will be delayed, every effort must be made by the employee to inform his/her line manager. An employee who does not return to work after the expiry of his/her Annual Leave may be subject to disciplinary action if prior notification has not been provided or if the employee's line manager has not approved the delayed return to work. The additional period beyond the approved leave period is subtracted from the employee's leave balance.
- If an emergency is encountered when an employee is undertaking Annual Leave then, provided the employee's line manager has been informed, a period of Compassionate Leave can run consecutive to a period of Annual Leave. In such cases, the period of Compassionate Leave is not subtracted from the Annual Leave balance. Documented proof of the validity of the reason for the Compassionate Leave may need to be provided by the employee upon his/her return to work.
- Should an employee need to attend to a personal yet urgent matter during MWIS working hours, he/she can request this from direct manager, provided their Line Manager approves this request beforehand. The employee may, subject on Direct Manager's approval and notification to Leaves and Attendance Personnel, be permitted to attend to his personal matter for a maximum of four (4) hours every semester to be taken at once or split it into two. If the employee request more than 4 hours personal permission off in a day, it is considered as unpaid leave day.
- Sick Leave can be availed to run concurrently with a period of Annual Leave if all necessary medical certificates are provided to HR Department upon returning to work. In such cases the days on which the employee has evidence of being, sick during the original Annual Leave period are not subtracted from the employee's Annual Leave balance.

Sick Leave

- Sick Leave is provided in order to allow employees an appropriate period in which to recuperate from illness/injury or to undertake treatment for medical conditions that enables them to return to work in a productive condition.
- An employee is entitled to Sick Leave of up to 90 days per year, only after a period of three months' continuous service following the probation period.

The 90 days Sick Leave can be continuous or intermittent, and the salary is paid as follows:

- Full pay for the first 15 days
- Half pay for the next 30 days
- No pay for the rest 45 days.

Note: *The above provisions are subject to conditions and do not apply to Sick Leave due to occupational illness.*

- Whether sickness occurs in the UAE or overseas, the employee must obtain a medical certificate from either a government hospital or a company-recognized medical clinic for any Sick Leave. The medical certificate must clearly state the cause of the illness and the duration of Sick Leave. Return to work without a medical certificate will result in possible deduction of Annual Leave accrual.
- HR Department monitors the prevalence of Sick Leave and provides regular reports to management. Employees with a high incidence of Sick Leave could be required to undergo a medical examination by a company-appointed medical practitioner in order to determine that they are fit for employment.
- School- approved leave (Annual, Compassionate, Maternity, Paternity, Unpaid or leave to accompany a sick family member) may be extended due to sickness with the approval of the employee's Department Head and the Principal (for Academic Staff and Academic Support Staff) or the Department Manager (for Admin Staff),. However the employee is required to submit a medical certificate as per the MWIS Sick Leave Policy upon his/her return to work.
- Sick Leave is not payable if an illness or injury is because of misconduct on behalf of the employee (for example the consumption of alcohol or narcotics or injuries sustained when committing a criminal or negligent act).
- Sick Leave for employees who are in their probation period and internship contract will be considered as Loss of Pay or unpaid leave until they resume for duty.
- If an employee takes any leave (Sick Leave or Annual Leave without pay) before any public holiday the Loss of Pay or unpaid leave will continue until they resume for duty.
- Sick Leaves during their internship period are paid as long as they provide a valid Sick Leave certificate from Health Authority.
- MWIS reserves the right, even if a medical certificate is provided by an employee on return from a period of Sick Leave, to verify the reason for absence via medical inspection by a school-appointed medical practitioner.

Maternity and Parental Leave

- Consistent with Federal Law No. 8 for 1980 on Regulation of Labour Relations, all female employees are entitled to Maternity Leave to include pre- and post-natal periods to allow for convalescence and to tend to the needs of her child.
- A married female worker shall be entitled to Maternity Leave with full pay for a period of 45 days, including the period preceding and the period following her confinement, on condition that she has been in her employer's service for a continuous period of not less than one year.
- A married female employee is also entitled to 5 days Parental Leave, which can run concurrently or separately within six months of the baby's birth. These days must be prearranged and agreed with the relevant Head of School.

- If a female worker has not completed the aforesaid period of service, she shall be entitled to Maternity Leave with half pay
- On the expiry of her Maternity Leave a female worker may be absent from her work without pay for a maximum period of 100 consecutive or non-consecutive days if such absence is due to an illness caused by the women's work of confinement preventing her from resuming her work. A medical certificate issued by a HADD approved medical service or hospital must confirm the illness. This leave shall not be deducted from other periods of leave".
- Any periods of leave associated with childbirth described in the above mentioned policies are not deducted from any other leave balance (Annual Leave, Compassionate Leave or Sick Leave).
- After returning to work following childbirth, female employees, who are breast feeding, are entitled to two half-hour nursing breaks, which must be agreed in advance, with the Head of School, per day in addition to their normal breaks for a period of 18 months. These break periods do not form part of the employee's working hours and the employee continues to receive full salary and benefits during this period.
- All Maternity Leave policies apply for each birth whilst the employee is in the service of MWIS.
- Male employees are entitled to a period of 5 days of Parental Leave immediately after the birth of their child in order to share the happy occasion with their family and provide immediate support to their wife.
- Employees are entitled to Parental Leave after serving one continuous year of employment.
- The maximum period of Parental Leave is five working days, which is independent of Annual Leave.
- An employee can avail Annual Leave to run concurrently with Parental Leave, if all necessary approvals have been received and that the employee has an appropriate positive Annual Leave balance.
- Sick Leave can be availed to run concurrently with Parental Leave provided all necessary medical certificates are obtained and submitted.
- All Parental Leave policies apply for each birth while the employee is in the service of MWIS.

Bereavement or Compassionate Leave

- Compassionate Leave is granted to allow employees to attend the funeral of family members or to provide support to family members who are suffering from life-threatening illness or other unplanned serious situations.
- Full Compassionate Leave is granted upon the death or serious sickness of immediate family members only. Immediate family is taken to comprise of; parent, child, spouse, brother or sister only.
- Full Compassionate Leave is granted for illness or death/funeral within or outside the UAE for up to seven (7) calendars days
- For UAE National employees, partial Compassionate Leave is granted upon the death of a second-degree family member. A second-degree family member is taken to comprise of; grandparent, uncle, aunt or cousin only. Partial Compassionate Leave of 2 working days is granted.
- An employee must obtain the written approval of the Department Manager before proceeding on Compassionate Leave.
- Compassionate Leave may be extended provided that the written approval of the employee's Head of Department and the Principal (for Academic Staff and Academic Support Staff) or the Department Manager (for Admin Staff), has been obtained as per the MWIS Annual Leave Policy.
- Compassionate Leave extension for all Academic and Academic Support Staff will be considered as Loss of Pay (LoP) while for Admin Staff can be taken or deducted from their Annual Leave balance as per the MWIS Annual Leave Policy.
- Any paid Compassionate Leave that is granted is not subtracted from the Annual Leave balance but MWIS reserves the right to retrospectively ask the employee to provide factual evidence to support the availing of Compassionate Leave to prove that the leave is genuine.

Pilgrimage (Hajj or Umrah) Leave

- Consistent with Federal Law No. 8 of 1980 on Regulation of Labour Relations, employees are entitled to proceed on leave in order to undertake Haj.
- All Muslim employees who have completed one year of service are eligible to apply for Haj leave.
- All Muslim employees may proceed on Haj leave only once during their tenure with MWIS.
- Each Muslim employee is eligible for special leave without pay up to a maximum period of 30 days, once in the course of his / her period of service, for the purpose of fulfilling the obligation to make the pilgrimage to Mecca, as per Article 87 of the UAE Labour Law.
- The UAE Labour Law does not have any provisions that entitle the employee for Umrah Leave. If the employee requests Umrah Leave, it is up to the employer to consent and these days will be deducted from the employee's Annual Leave or will be considered Unpaid Leave.
- Employees must apply for Haj leave at least one calendar month prior to the start of the Islamic month of Dhul Hijjah. Applications must be approved by the employee's Department Head and the Principal (for Academic Staff and Academic Support Staff) or the Department Manager (for Admin Staff). Applications must be supported by all requisite written authorities issued from the appropriate agency of the Kingdom of Saudi Arabia.
- MWIS reserves the right to reject, defer or cancel a previously approved Haj leave application for reasons of operational or commercial necessity.
- No financial assistance is given for Haj travel although an employee can avail a return flight to Mecca in lieu of the annual flight ticket if the annual flight ticket has not been availed during the year in which the Haj leave is availed.
- Annual Leave can be availed to run concurrently with Haj leave, irrespective of an employee's leave balance.
- Sick Leave can be availed to run concurrently with Haj leave if all necessary medical certificates are obtained and submitted as per the MWIS Sick Leave Policy.
- Statutory holidays falling during the Haj leave are recognized whereby the number of statutory days can run concurrent to the Haj leave period or can be added to the employee's leave balance according to the wishes of the employee. During the statutory leave days, the employee receives salary to include basic salary plus all monthly-paid allowances.
- Compassionate Leave can be availed during the Haj leave whereby the number of compassionate days' leave can run concurrent to the Haj leave period or can be added to the employee's leave balance according to the wishes of the employee provided that the employee provides evidence of travel to the place of the relative's home/funeral to the Group Payroll Manager upon return from Haj leave.

Part Day Leave of Absence

Absence for part of a working day that has not been approved will incur the automatic deduction of 1 full day's pay.

Medical Appointments

No medical appointments should be made between the hours of 7:00 am - 4:00 pm unless it is an emergency appointment and authorized by your Head of School. Please try to make all appointments after 4.30pm.

Returning School Assets prior to Summer leave

In order to service and update IT resources your laptop, iPad, remote control and IWB pen should be returned to the IT Department by noon on the last day of term before you leave for your holidays. Any damage to laptops or iPads incurred by staff will need to be paid upon invoice by our vendor, or, for leavers, from your final settlement.

Arrangements for Cover Teaching

- It is a teacher's professional duty to assist the cover teacher by:
- Keeping a detailed timetable readily available in their classroom
- Keeping an up-to-date seating plan
- Keeping a weekly lesson plan
- Providing clear and explicit instructions for the cover teacher
- Keeping a set of emergency plans available.
- Providing children's medical needs and EAL/SEN support requirements

Section 6 – Staff Contracts

Medical Insurance

All employees who have been provided with MAPLE employment visas will receive medical insurance once their visa has been issued. All individual staff members need to be aware of the exact provisions of their coverage. All details are available on the MAPLE share drive 'MWIS Operations'.

For newly hired staff whose visa is under process, they will be reimbursed upon using the network provider hospitals and in case of emergency (subject to approval).

Flight Allowance

Staff are provided an Annual Air Ticket Allowance in accordance with their employment contract. The disbursement of the air ticket allowance to entitled staff is made at the end of March each year if the member of staff started in August Term 1 (subject to change and under management discretion which will be communicated in a timely manner).

For those who have joined the School after the start of the Academic year the flight payment will be calculated on a pro rata basis. Minimum 6 months service is required to get a paid flight ticket.

Summer Pay

Summer Pay will be paid as normal, which is the end of each month.

The salary for the summer holiday is calculated on a pro rata basis from the actual start of work / date of joining.

Contract Extension / Renewal

Extension contracts will be issued by the Principal and collected prior to the end of March each year.

Part-Time Staff

Depending upon the needs of the school, part-time staff may be hired. The Principal shall be responsible for recommending the number of part-time positions required.

Wages, benefits and work hours shall be prorated according to the percentage of the regular full week worked by each part-time staff member.

If a part-time member of staff moves to a full-time position, the part-time service will be converted to full-time experience for salary schedule purposes. When the teaching experience is completed, total years of service shall be rounded to the nearest year for determining placement on the salary schedule. Part-time staff shall be entitled to credit on the salary schedule for any educational increments earned.

Resignation, Dismissal and Non-renewal

In case of resignation or termination, the terms and conditions applicable will be as per mentioned in the employment offer.

Academic Staff resigning after completing 2 years of service

When an employee submits their resignation, all the pay including their salary will only be released on the last day of the notice period served.

If you have received your annual airfare, the one way fare shall be deducted if you do not commit to the fixed term contract.

Resigning during Annual Leave / Breach of contract

All Academic staff are asked to sign a letter of intent at the end of each Academic year and request their Year Group and class placement for the following academic year. If you choose not to return during the second year, certain penalties will be imposed e.g. one year work ban, flight deductions etc.

Admin staff must serve the notice period mentioned in their offer letter. Please note that sending a resignation letter while you are on Annual Leave is not counted as part of the notice period. Therefore, resignation during an Annual Leave period is not accepted for all staff, including Academic and Admin staff.

Please note that if an employee breaches their contract, the following deductions occur on their final settlement:

- Summer Air fare one way
- Settling in loan provided on joining
- Compensation for breach of contract as per clause 8.2 of employment agreement
- For those who are in school accommodation, you will be charged 2 months rental penalty

The above shall be recovered upon presenting your final settlement.

The School reserves the right to lodge an official complaint against the employee for the breach of a 2 year contract term.

Gratuity, References and Final Settlement

Gratuity will be calculated based on UAE Labour law. Refer to your employment contract for gratuity information. Your gratuity will be calculated based on your latest salary.

Please note that if you breach your contract, no reference is given. You will only receive a basic Experience Letter which will say you have worked with us from e.g. 2018 – 19 Academic Year as a staff member.

Upon signing of your exit forms with School HR, your End of Service Payment will be released. Please be aware that this process can take a maximum of 5 working days after the end of school term.

Section 7 – Staff Visa

Visa Runs

During the visa process, staff with an expiring Visit Visa will be asked to do a border run or they can choose to personally exit and enter the UAE on a Visit Visa. School will pay for the cost of Oman border runs and will only use the school bus for visa runs. NOT for flights.

Please keep School HR informed of your due dates for border run as School HR will arrange your border run (this is subject to change due to COVID-19 situation).

Visa Cancellation

Visa cancellation will be done as soon as you sign your End of Service calculation which will be sent to you by School HR. Once your visa is cancelled, you will have 30 days to exit the country.

Section 8 – Staff Accommodation

Staff who do not intend to renew their school contract and will need to move out of school housing at the end of term will need to vacate the school accommodation by noon on the date set by the management

Please be aware that staff who do not intend to renew their contract will not be allowed to store any of their furniture or personal belongings after vacating the premises.

On departing the school provided accommodation the Inventory List will be checked by the School Facilities Manager and in the case of any missing or broken items, these will be charged accordingly after investigation. Please note that this does not include normal wear and tear.

The final settlement calculation will only be given out upon signing off the inventory checklist for staff accommodation. In order to speed up this process it is recommended that you depart from school provided accommodation a minimum of one night before your departure as this will ensure that your inventory check is completed in a timely fashion.

Miscellaneous

All overseas-hired staff are provided with housing or a housing allowance providing their spouse does not also get an allowance.

Staff who would like to change from school accommodation to HRA will be allotted an allowance as per band scale per month, which will be paid along with your monthly salary commencing the following August.

General building repair and maintenance issues should be referred to the building supervisor or building maintenance team, if they did not action in a timely manner this should be raised to the school facilities officer or Head of Operations. Other issues may be brought to the attention of the Facilities/Head of Operations. Basic furniture and equipment is provided by the School and is replaced on a five year cycle. Staff are responsible for the upkeep of these provisions and repair and/or replacement for anything beyond normal wear-and-tear is the responsibility of the staff member.

Staff Housing Policy and Guidelines

All teachers are responsible for adhering to the following expectations and procedures for Maple housing:

1. Employees hired internationally or locally, can either opt for a HRA paid on a monthly basis through payroll or source their own accommodation or to avail School accommodation. Tenancy agreements for the school accommodation and the payment towards the rentals shall be between the school and the landlord. (Based on your contract)
2. All furnished accommodation shall be held in the school's name and cannot be transferred into the employee's name. Accommodation is provided for the sole use of the employee and his/her eligible

- dependents and shall not be used for private business, be sublet or used for anything else other than accommodation for the employee.
3. Employees wanting to move from school accommodation to HRA can only do so once their fixed term contract end one year period has been completed. If an employee moves from school accommodation to HRA, they will not be permitted to move back to school accommodation. Addition of HRA paid on monthly basis through payroll due to such move shall be computed and decided based on the school's salary structure and agreed terms.
 4. When the employee prefers to move from the school accommodation to the HRA, a change in preference shall only be possible after the one-year period subject to your current year accommodation being allocated to a new member of staff and where it is in the best interests of the school to agree to this change. Such a request shall consider the factors like current lease obligations, accommodation availability, employee contract length and anticipated employee departures and arrivals.
 5. The furnishing of school accommodation should be done in line with the Home Inventory list/furnishing list. The life of each item of hard furnishing is a minimum of five (5) years. However, if an essential item is damaged before five (5) years due to physical damages, this will be replaced at the cost of the employee.
 6. If a teacher's marital status changes during the course of the academic year he/she will not be eligible for a change of accommodation until the next academic year or earlier period.
 7. Employees are responsible for the payment of their utilities and WIFI or any minor maintenance
 - a) Utilities is the sole responsibility of the employee which include during school breaks (term and summer holidays).
 - b) Employee will be charged an average amount based of last three months bill when leaving the accommodation.
 - c) In case of any non-payment for two consecutive months, the school will settle your outstanding bills for the utilities. The settled amount plus an admin fee of AED 500 will be deducted from the staff salary. The disconnection and reconnection charges to be borne additional by the employee.
 - d) Any minor maintenance (including pest control & damages) to be borne by employee.
 8. When the lease for school accommodation is up for renewal, it is the responsibility of the School Facility Department or Operations Team to re-negotiate the lease. Corporate will review the present accommodation cost in comparison to the market rates, the employee eligibility and any other factors.
 9. If an employee working for MWIS is already entitled to HRA and gets married to another employee receiving school accommodation at MWIS, they must choose one option or the other: HRA or school accommodation.
 10. If married couples decide to take the HRA, the amount will be decided by the school considering factors like, number of dependents, current market scenario etc.
 11. Employees with working spouses in other companies who have HRA benefits, or housing allowance will not be entitled to have an accommodation/HRA benefits at MWIS.
 12. Employees will not be entitled to take on an additional room, or rooms, for payment.
 13. Subletting school accommodation is not allowed. This is grounds for immediate termination.
 14. An employee in school accommodation is prohibited from offering private tuition on site.
 15. School accommodation shall not be used to carry on any profession, trade, business or any illegal or immoral purposes and employees should not allow anyone else to do so.
 16. Employees should not do anything on the premises which may be or become a nuisance to, or cause damage or annoyance or inconvenience to the owner or tenants or occupiers of neighboring villas/apartments.
 17. Employees are requested not to play any radio, television, music source, musical instrument or equipment so loudly that it causes a nuisance or annoyance to neighbors or can be heard outside the

premises and in any event not so as to be audible outside the premises between the hours of 10:00 p.m. and 9:00 a.m.

18. Employees are requested not to affix posters, signs or notices on the exterior of the premises and not to hang any articles (including laundry) outside of the windows or on the balcony that detract from unit appearance.
19. Employees are requested not to decorate or make any changes to the interior unless you are ready to bear the cost of painting with property maintenance team upon vacating the apartment. Please note that such damage will be assessed and any changes for the maintenance or painting will be charged to the employee.
20. Employees are not permitted to hold barbecues or other external cooking outside the balcony area. The lessor retains the right to require removal of any items that detract from the building's appearance.
21. Employees are not permitted to do anything that interferes with the use of the corridor parts of the building of which the premises form part and in particular not to store any goods, bicycles or rubbish in such common parts.
22. Employees are not permitted to alter or change or install any locks on the doors or windows of the premises nor have any additional keys made without the prior written consent of the School.
23. Employees are not permitted to remove or change any furniture or School assets in your accommodation. Should you need to move or store any unwanted furniture, this will be at your own cost. Upon vacating the premises kindly ensure to return any furniture in case this was moved or stored.
24. Employees are permitted to park their vehicles at the designated areas as instructed by the Facilities Coordinator of the School.
25. Employees are requested not to carry out any repairs, maintenance or cleaning of any vehicles or store petroleum or any other inflammable liquid/substance within the car park areas.
26. An employee of MWIS, when relocated to another country or to another Emirate within UAE (e.g. Abu Dhabi to Dubai) will not continue to have the same accommodation rental benefits in the new location. Please check with new school for accommodation benefits.
27. Where accommodation is provided, employees are required to vacate their accommodation within one month of the end of their contract or within one month of the end of the academic term. In the case of dismissal, the employee shall vacate on the date set by the school.
28. Please be informed any breakages or damage to School property will result in the tenant having to replace these items.
29. Employees are not allowed to smoke inside the school accommodation unless the building permits.
30. Employees are not permitted to have pets (This will be based on your property policy, please check with building management)

Conclusion

This HR PPG does not cover every aspect of employment or working conditions and standards. As situations arise, additional policies and procedures may be developed to help teachers and administrators minimize conflict and subjectivity.

Official personnel records are maintained in the Admin Office and all non-confidential records are available to staff members, from their immediate supervisor.

Copies of personnel records will not be sent to other schools or recruiting agencies without the written request of the employee.