



Title	:	Staff Leave Policy
File Name	:	WIA/HR-SLP/004-5
Date of Issue	:	1 April 2020
Revision Date	:	1st April 2026
Next Anticipation Date	:	1st April 2027

Staff Leave Policy

1. Objective

To define the procedure, entitlements and eligibility for employees to avail different types of leaves applicable in the school.

2. Scope

This policy applies to all employees of the Wise Indian Academy.

3. Leave Calendar: 1 April to 31 March every year

4. Leave application process-

Employees have to send email requesting the leave to Principal keeping HR,Vice Principal,respective Headmistress and time table coordinator in CC along with substitution plan and follow the following steps thereafter-

Step 1-Employee has to check leave balance in orison and apply for the leave through ESS module.

Step-2-Once leave is submitted by employee, the approver will receive the notification regarding the same.

Step-3-Approver will either approve or reject the leaves based on their discretion.

Step-4-Employee has to make sure that the leave has been processed by the approver by the end of the month.

Step-5-Failing to apply leave on Orison portal before the payroll processing will result in LOP for all the days marked as absent.

1. Types of leaves:

Sick/ Medical Leave:

- **Definition: Medical Leave** is leave granted strictly for serious medical purposes only, such as **surgeries, accidents, or other emergency medical conditions to Employee.**
- **Sick Leave** credit given for Sickness or Medical purpose only such as **contagious diseases, minor illnesses, or normal sick leave to Employee.**
- **Scope:** Medical Leave is applicable only in cases of major medical conditions, including surgeries, accidents, or emergency medical situations. Employees must submit relevant supporting medical documents, such as a hospital discharge summary or certified medical reports, to substantiate the leave request
 - **Contagious diseases, minor illnesses, or normal sick leave cases will not be covered under Sick Leave.** Such cases will be adjusted against the standard fifteen (15) days of Sick Leave entitlement. Any leave exceeding the Sick Leave entitlement will be treated as Leave Without Pay (LOP) and will not be adjusted against the thirty (30) days of half-pay Medical Leave.
- **Entitlement:**
 - Full pay for the first fifteen (15) days;



- └ Half pay for the next thirty (30) days;
- └ No pay for any subsequent period.
- **Requirement:** Attested Sick leave certificate will be required for taking sick leave even for 1 day. The approval of all leaves depends upon the Management decision.
- **Carry Forward:** Cannot be carry forwarded to the next academic year.
- **Encashment:** Cannot be encashed

Annual Leave:

- **Definition:** Earned during the previous year and eligible to utilize during the current year
- **Purpose of the leave:** Employee should have rest/recuperation from time to time / for fulfilling social obligations.
- **Period of Leave:** During school vacation in line with MOE guidelines.
- **Eligibility:** An employee is eligible for paid annual leave
 - └ only after 10 months of continuous service as on 1st July of every year.
 - └ Proportionate leave if service is less than 10 months but more than 5 months.
 - └ Not eligible if the service is less than 5 months as on 1 July of every year.
- **Entitlement :**
 - └ For Teaching Staff and Nurse: As per MOE calendar
 - └ For Non-Teaching staff - 30 days
- **Carry Forward:** Cannot be carry forwarded

Pilgrimage Leave:

Employees are granted special leave for the performance of Hajj/umrah under the provisions that the leave,

- is given without pay
- may not exceed 30 days
- is granted only once during the employment duration with the company.

Maternity Leave:

- **Eligibility:** A female employee shall be entitled to Maternity Leave upon completion of not less than one (1) year of continuous service with the organization.
- **Entitlement:** Eligible employees shall be granted Maternity Leave with full pay for a period of forty-five (45) days and half pay for an additional fifteen (15) days which shall include both pre-natal and post-natal periods. If the service is less than 1 year she shall be entitled to maternity leave with Half pay
- **Documentation Requirement** - Relevant supporting documents/certificates, such as a medical certificate, must be submitted mandatorily along with the leave application form. Upon rejoining, the employee must submit the **Discharge summary** and all relevant documents mandatorily to the HR department for record-keeping.

Paternity Leave:

All male employees are entitled to paid paternity leave of 5 days to look after their babies, effective from the baby's date of birth until he/she is 6 months old.

Compassionate Leave:

In case of demise of immediate relatives (father, mother, wife, husband, children) the School shall grant 5 calendar days paid leave .



- The leave is applicable only if the staff has completed the probation period successfully.
- The employee must submit the related document on request.

Unpaid Leave:

Under special circumstances the Management will permit the employee to take leave without pay providing it does not result in a major disruption to the school's functioning.

Employees are expected to utilize their normal leave entitled leave first and unpaid leave will only be considered when an employee has already exhausted all his/ her leaves.

Sandwich Leave:

If an employee takes leave days around a holiday or a weekend, those intervening non-working days are also counted as part of the leave. This policy will be applicable if employees are taking leaves even 1 day prior and after to any vacation/public holidays/weekend. Any sandwich leave taken in conjunction with annual leave, summer leave, or winter leave or spring break will be considered as Loss of Pay (LOP). This means that any leave taken during these periods, which does not fall within the approved leave framework, will be treated as unpaid leave.

Other Leaves:

1. Absence Before or After Annual, Summer, or Winter Leave or spring break-

If there is an absence either before or after the period of annual, summer, or winter leave or spring break such absence will also be considered LOP. Furthermore, in these cases, any vacation leave will be compensated at half pay.

2. Absence Before or After Weekends or Government Holidays:

In instances where an employee is absent before or after weekends or government holidays, this absence will be treated as LOP.

3. Absence due to travel from out of UAE:

- In instances where an employee is absent due to traveling from outside the UAE in the middle of the academic year, the days of absence will be treated as **Leave Without Pay (LOP)**.
- Employees must inform their **travel dates at least one (1) week in advance**. Prior approval for travel-related absence must be obtained mandatorily from Management.
- **Any extension of leave**, either before or after the approved travel period, **must be sanctioned in advance by Management**.

4. Early leaving/Late Arrival/Half Day:

If a employee reaches school late by 10 mins or leaves early or takes a half day, in all such cases any 3 instances in a month will be considered as 1 day LOP.



2. General Guidelines

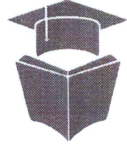
- a. For leave policy, the calendar year is from **1- April to 31-March** every year.
- b. An employee will be eligible for any kind of leave only after successful completion of probation.
- c. Entitlement of annual leaves for new employees shall be pro-rated credited on the day of confirmation with effect from the date of joining.
- d. Leave balances will be regularly updated in HR records based on the leave applications and attendance. It is the employee's responsibility to ensure he/she keeps a track of his / her leave status and take appropriate timely action thereof.
- e. All types of leave should be compulsorily applied through leave forms. An employee should have their leave approved by the Principal/ Directors before proceeding on leave.
- f. The discretion of sanctioning any leave rests with the Directors, Principal, and HR.**
- g. Teachers should take sufficient care that the continuity of classes should not be adversely impacted. Therefore, formal prior approval from the Principal is mandatory before proceeding on any leave.
- h. In event of unauthorized absence / without valid cause for more than twenty non - consecutive days in one year, or for more than seven consecutive days (without prior official approval, absence without information or beyond the period subsequently sanctioned), appropriate disciplinary actions will be taken that may result in termination of employment.
- i. The employee may extend their leave period by informing the Principal and submitting the application to the HR before the expiry date provided he/she has an available balance of leaves.
- j. An employee resigning or terminated from service within the probation period for any reason is not entitled to any leave.
- k. The employee may not be granted any leave before passing the probation period successfully.
- l. Employee separating from the company on its own accord before completing one year in service will not be eligible for encashment of any type of leave. The exception will be at management discretion.
- m. An employee cannot take any leave during the resignation or termination notice period. This is applicable whether the notice is given by the school or by the employee. This clause is applicable even if the employee has applied for leave before the notice period. Any such event will be at the discretionary approval of Directors.
- n. In the event of any reported misconduct or abuse of this policy or non-compliance with the provision of this policy, will be subject to disciplinary action.
- o. During any type of leave period, the employee should not work for any other employer.
- p. Absent days will be deducted from the monthly salary of an employee.

3. Public holidays

The school will observe national holidays as declared by the government authorities and officially announced.

4. Exceptions

Any exceptions to this policy will require the approval of the Principal and Directors.



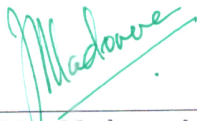
WISE INDIAN ACADEMY

CBSE AFFILIATED SENIOR SECONDARY SCHOOL AFFILIATION NO: 6636101

Revision

Revision Date	File Name	Revision
1-Apr-2020	WIA/HR-SLP/004	New policy
1-Nov-2020	WIA/HR-SLP/004-1	Logo change and approver's signature, compassionate leave
20-Aug-2023	WIA/HR-SLP/004-2	Logo change and approver's signature
20-Nov-2024	WIA/HR-SLP/004-3	Addition of the following point- 1.Sandwich leave 2.Other leaves
16-Dec-2024	WIA/HR-SLP/004-4	Removal of casual leave for all staff, sick leave and maternity leave policy revised.
1-Apr- 2026	WIA/HR-SLP/004-5	Sick leave and Medical leave, Maternity leave, Absence due to travel from out of UAE in policy revised, Early Leaving/Late Arrival/Half day

Approvals

	
Director (Mr. Pramod S. V)	Principal (Mrs. Madonna James)

