



Attendance Policy

Approval Authority:	Principal	Responsible Office:	HR Office
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1. Staff Arrival Time:

- All staff are expected to arrive promptly at 7:00 AM.
- If a staff member arrives at 7:01 AM or later, it will be considered late.

2. Late Arrival Penalties:

- Any staff member arriving after 7:30 AM will incur a deduction of half-day salary.
- If a staff member is late for three or more days in a month, a half-day deduction will be applied to their salary.

3. Excessive Late Arrival Penalty:

- If a staff member is late for six or more days in a month, a full-day salary deduction will be implemented.

4. Medical Leave:

- One-day medical leave must be supported by a medical certificate from an approved clinic.
- Medical leave exceeding one day will not be considered unless approved by the Ministry.

5. Justification for Lateness:

- Staff members must provide proof of lateness, such as a valid reason like a road accident.

6. Doctor Appointments or Personal Errands:

- Staff members are not permitted to leave the premises for doctor appointments or other personal reasons during working hours.
- Any unauthorized absence, even for one hour, will result in a half-day deduction.

7. Deductions for Monday or Thursday Absences:

- If a staff member is absent on a Monday, four days' salary deduction will occur from Friday to Monday.
- Similarly, if absent on a Thursday, four days' salary deduction will be applied from Thursday to Sunday.

8. Reporting Emergencies:

- In case of emergencies, staff must send an official email with evidence explaining their absence, especially if it falls on the first or last working day.



9. Use of Personal Transport:

- Starting from February, all staff members are responsible for their transportation. Lateness due to bus issues will not be accepted as an excuse.

10. Outpass Requirement:

- All staff must fill out an outpass with a reason for any half-day occurrences. No questions will be asked regarding the reason for the deduction.

11. Change in Casual Leave Policy:

- Starting from March, casual leave will be dismissed as per the principal's instructions, considering the reduced number of working days and increased holidays.

12. Reporting Absence:

- Any staff member who anticipates being absent from work must notify the Human Resources (HR) department, their respective supervisor, and Head of Department (HOD) before the start of the workday.
- Absence notifications should preferably be made at least one day in advance unless it is due to unforeseen circumstances.

13. Sick Leave:

- In case of illness, a sick note must be submitted to the HR department within the same week of absence. Sick leave more than one day must be from ministry medical approved leave.
- Sick notes will not be accepted if submitted after one week from the date of absence.

14. Attendance Recording:

- It is the responsibility of every staff member to accurately record their attendance by punching in upon arrival and punching out when leaving the premises.
- Failure to punch attendance must be reported to the HR department on the same day to rectify the attendance record. Attendance records not corrected on the same day will not be accepted.

15. Exceptions:

- Exceptions to this policy may be granted in exceptional circumstances, subject to the discretion of the HR department and management.

16. Communication:

- All communication regarding attendance, including absence notifications, sick notes, and attendance corrections, should be documented and communicated through official channels provided by the School Email.

17. Review and Updates:

This attendance policy is subject to periodic review and updates as necessary.

Any amendments to the policy will be communicated to all staff members in a timely manner.



18. Acknowledgement:

By signing below, I acknowledge that I have received, read, and understood the company's attendance policy. I agree to comply with the requirements outlined in this policy and understand the consequences of non-compliance.

Thank you for your cooperation.

Regards,

HR Officer

Name: _____
Date with Signature: _____