مدرسة بيس سبرينق فيلد انترناشونال ذ.م.م

PACE SPRINGFIELD INTERNATIONAL SCHOOL L.L.C

ATTENDANCE POLICY 2026-2027

+971 04 271 0000
P.O. Box: 76997, Al Awir, Dubai - UAE
info@pacespringfield.com

pacespringfieldinternationalschool

ATTENDANCE AND PUNCTUALITY POLICY

1.0 POLICY STATEMENT

PACE Springfield International School (PSIS) is committed to maintaining a professional and efficient work environment. Punctuality is a fundamental aspect of professional conduct and is essential for the smooth operation of the school day, ensuring that our students receive consistent and uninterrupted education and support.

This policy outlines the expectations for all staff members regarding daily attendance and punctuality, the use of the automated biometric attendance system, and the consequences of non-compliance.

2.0 SCOPE

This policy applies to all full-time, part-time, and contracted staff members of PACE Springfield International School.

3.0 WORKING HOURS & ATTENDANCE PROCEDURE

3.1 Standard Working Hours:

- Teachers & Academic Staff: Monday to Thursday, 7:30 AM to 4:00 PM.
- Administrative Staff: Sunday to Thursday, 7:30 AM to 4:00 PM.
- All Staff - Friday: 7:30 AM to 11:30 AM.

3.2 Mandatory Biometric Registration:

- All staff members are required to check-in and check-out daily using the school's biometric thumb/face scanner system.
- Check-in Time: Must be completed by 7:30 AM.
- Check-out Time: Must be completed at 4:00 PM (11:30 AM on Fridays).
- The biometric system is fully automated and serves as the sole official record for attendance and salary calculation.

4.0 DEFINITION OF LATE CHECK-IN

A late check-in is defined as any biometric registration that occurs after 7:30 AM. The system will automatically record and flag the exact time of delay.

5.0 CONSEQUENCES FOR LATE CHECK-IN

To uphold our standards of professionalism and operational efficiency, the following disciplinary and financial measures will be enforced for tardiness:

- Progressive Discipline: In addition to salary deductions, frequent or excessive lateness will be addressed through the school's disciplinary procedure as follows:
  - First 3 instances: Verbal warning and record of lateness.
  - Subsequent instances: Written warning.
  - Persistent lateness: May lead to further disciplinary action, up to and including termination of employment.
- Salary Deduction: Any 3 instances of late check-in in each month will result in a day salary deduction. The deduction will be calculated based on the employee's daily rate and the duration of the delay recorded by the biometric system.

6.0 PROCEDURES FOR LATENESS & ABSENCE

6.1 Late Arrival:

If a staff member anticipates arriving late due to an unforeseen circumstance, they must:

1. Inform the Principal, HR, and the Head of Primary via email, phone call or message before 6:30 AM.
2. Upon arrival, complete and submit the Late Arrival Form signed by the Principal and Head of Primary (available at the end of the employee handbook) to the HR department on the same day.

6.2 Early Leave:

Early departure from school during working hours is discouraged. In cases of genuine emergency or sudden illness, staff must:

1. Obtain prior approval from the Principal and Head of Primary.
2. Complete and submit the Early Leave Form (available at the end of the employee handbook) with the necessary signatures before leaving the premises.
3. Any early leave taken will result in a half-day salary deduction, regardless of the reason for departure.

6.3 Absence:

All procedures for planned and unplanned absences, as detailed in the main body of the Employee Handbook (Under the topic: Things to Know in School), must be strictly followed. For all sick leave, only a medical certificate attested by the Dubai Health Authority (DHA) or Ministry of Health and Prevention (MOH) will be accepted as valid supporting documentation. Certificates or notes from any other source, including private clinics, unattested letters, or certificates from outside the UAE, will not be accepted under any circumstances. Failure to provide a valid attested DHA/MOH medical certificate will result in loss of pay for the period of absence.

7.0 FAILURE TO CHECK-IN/OUT

- Forgetting to check-in or check-out will be treated as a LOP or Half Day.
- A first instance will require a written explanation to HR.
- Repeated failure to use the biometric system will be considered a breach of policy and may result in a formal written warning and/or salary deduction for the unrecorded time.

8.0 RESPONSIBILITIES

- Staff Members: Are responsible for their own punctuality, ensuring they use the biometric system correctly and consistently, and for following the prescribed procedures for late arrival or early leave.
- HR Department: Is responsible for monitoring the biometric system reports, processing salary deductions, and implementing the disciplinary procedure in line with this policy.
- Heads of Department/Principal: Are responsible for enforcing this policy and addressing patterns of lateness within their teams.

9.0 LEAVE & PAY IMPLICATIONS

- Continuous Leave with Weekends/Holidays: Where a period of leave is taken continuously in combination with weekends, public holidays, or scheduled vacation periods, the entire combined period will be counted and deducted in full as leave, in accordance with the school's leave policy.
- Unpaid Leave: Any unpaid leave taken by an employee during the academic year will directly affect that employee's leave salary/pay. The total unpaid leave taken throughout the year will be aggregated and deducted accordingly from the employee's annual leave pay.
- Sick Leave: Sick leave is granted strictly in accordance with the entitlement and paid/unpaid structure set out in the Employee Handbook. Any sick leave taken beyond the days specified in the Handbook will be treated as unpaid leave.

10.0 REVIEW



Signature of Principal
Last amended: July 2026
Policy Review Date: September 2026

www.pacespringfield.com

مدرسة بيس سبرينق فييلد انترناشونال

PACE SPRINGFIELD INTERNATIONAL SCHOOL