



HR POLICY

Employee Management

PERSON RESPONSIBLE	DEEPA ACHU ABRAHAM
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REVIEW DATE	APRIL 2026
REVIEWED BY	DEEPA ACHU ABRAHAM
APPROVED DATE	01 MAY 2026
APPROVED BY	SLT
DATE OF NEXT REVIEW	APRIL 2027

Introduction:

This Human Resource (HR) Policy outlines the standard operating procedures, rules, and regulations that govern the employment and management of staff. These policies comply with the UAE Labour Law and Ministry of Education (MOE) regulations.

Recruitment & Hiring Process:

- Job vacancy posted and applications received.
- Initial screening and interviews conducted.
- Selected candidate issues required documents for evaluation (passport, visa, certificates).
- Verification of qualifications and documentation begins.
- Once equivalency and attestation confirmed, apply for MOE Approval.
- Offer letter generated via MOHRE (labour system) and signed by employee.
- Labour contract issued and uploaded to MOHRE.
- Visa stamping and Emirates ID issuance and labor card if on sponsor visa.
- Staff begins work upon receiving all documents.

Probation Period:

- Employees are subject to a probation period of 3 months.
- During probation, performance and conduct are evaluated.
- Either party may terminate employment with appropriate notice.

Leave Policy:

- 6 casual leaves and 9 sick leave allowed per calendar year.
- Sick leave can be availed only with medical certificate.

- Leaves taken for more than 2 continuous days without valid reason are treated as Loss of Pay (LOP).

Attendance:

- Timely reporting and proper attendance must be maintained.
- Attendance is recorded using a biometric system.

Personal File Requirements:

- Passport copy (minimum 6 months validity)
- Visa copy (color preferred)
- Emirates ID copy (front and back)
- Attested qualification certificates
- MoE approvals
- Labour card and MOHRE documents
- Any warnings, notices, or performance records

Visa and Labour Card Monitoring:

- Visa and Passport must have minimum 6 months validity for processing renewals.
- Any staff under husband/family sponsorship must ensure the sponsor's visa is valid.

Age Policy:

- Teaching staff maximum working age is 60 years. One-time renewal may be considered based on teaching quality and health.
- Non-teaching staff retirement age is 60 years. No renewals will be granted beyond this unless approved exceptionally.
- Final settlement will be processed accordingly.

Policy Violation & Fines:

- Any failure to follow up on administrative or labour documentation may result in fines.
- Staff responsible for delays may be liable to pay the fine or be subject to disciplinary action.

Acknowledgment:

All employees are expected to read and understand these policies. By continuing employment, you agree to abide by the rules and processes described in this manual.