MODEL PRIVATE SCHOOL

EMPLOYMENT POLICY (HR POLICIES) -2026-2027

Review Date:	March 2026		
Next Review Date:	March 2027		
Acting Principal	Mr. I J Nasari		
Signature		***Date:***	31-March-2026
MPS Board of Governors	Haji. Meethalakath Mehmood		
Signature		***Date:***	05-April-2026

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1. Intro to HR Policies.

At The Model School, our objective is to provide the employees with a positive and safe work environment along with equal opportunities of learning by experience and career development. The HR policies are designed to provide staff with information about working conditions, benefits, and responsibilities. The handbook contained in this is applied to all school employees. Following the information described in this handbook is considered a condition of continued employment and development of staff. However, this Handbook is presented as a matter of information only, and its contents should not be interpreted as a contract between the school and any of its employees. Please read this Handbook carefully, as one of an employee's first responsibilities is to be familiar with its content.

2. Definition and categories of staff.

2.1 :Administrative Staff: Administrative staff is defined as having the required preparation and specialized knowledge in a specific field and in exercising independent professional judgment. These individuals are predominantly responsible for the management, operation, and implementation of policies and procedures which support the school's mission.

2.2 :Academic Staff: Academic staff includes the professionals who are responsible for planning, directing and undertaking academic teaching, research and community engagement activities in the school.

2.3 :Support Staff: Support staff includes employees who provide clerical, technical, maintenance, and administrative support to the school.

2.4 :Non Academic Staff: Non Academic staff is defined as those who have to perform work assignments other than teaching.

2.5.Professional Staff: The term "professional staff" generally refers to individuals employed in a professional capacity within an organization or company. These are employees who typically possess specialized knowledge, skills, and expertise in a specific field.

3. Personnel management: A Personnel Management Policy, often referred to as Human Resources (HR) policy, is a set of guidelines and rules established by an organization to govern its approach to managing

its workforce. This policy serves as a framework to ensure fair and consistent treatment of employees, compliance with legal regulations, and the promotion of a positive work environment

3.1 Work Week: All the employees are supposed to work 5 days a week from Monday to Friday. Administration offices, work normal hours from Monday to Thursday, Friday and Saturday is a half day, with Sunday being the official off day.

3.2 Attendance: • The normal working hours of the The Model School shall be: Monday to Friday: Morning Shift 07:00 – 12:10 And Afternoon shift 12;20 – 05:40 Saturday and Sunday off

• Employees are entitled to a 30-minute lunch break

• Any employee signing in after 7:10 is considered Late.

• In case the employee is late, he/she needs to inform the direct supervisor as well as the HR Department.

• An employee who has not signed the attendance by punching is to be considered absent from duty for that date.

· During Ramadan normal working hours will be as per UAE law.

3.3.Overtime: • An employee works for 8 and half hours a day including a 30-minute break; overtime hours are calculated for the extra hours he/she works or the work done outside working hours.

• The overtime rate is 1.25 hours for every hour after the regular 8 hours in a single working day.

• If the employee is assigned to do overtime, an approved form, obtained from HR, has to be filled by the direct supervisor; it has to be approved by the HR and administration manager prior to doing the overtime.

4. Leaves: Employee leave eligibility is governed by the regional labor law (country of employment). However, the company may extend additional leave benefits over and above the country's labor law.

All absences from scheduled work should be informed and approved by the line manager. Employees availing leave before or after weekly off or before or after a National/Public Holiday/Vacations should submit a leave application at least 2 days in advance for approval otherwise, it shall lead to disciplinary action, with the entire period of absence being marked as loss of pay

4.1- Annual Leave • • The employee will be granted an annual leave of 30 days for each year. Employees are not allowed to be absent from work without getting prior written approval.

4.2- Unpaid Leave • Any leave during the probation period is considered an unpaid leave.

4.3- Sick Leave • An employee is granted a sick leave of no more than 30 days, consecutive or intermittent, for each year of service. The employee needs to present a medical report issued by official hospitals; the sick leave will be divided as follows:

· 15 days – Full payment

· 15 days – half-paid

· The rest – unpaid

• The sick leave is granted after the completion of the probation period.

4.4- Hajj Leave • an employee is granted a paid leave of one week for Hajj.

4.5-Maternity Leave • The maternity leave is granted for 60 days starting from the date of delivery after the completion of one year with School.

45 days – Full Payment 15 days – half-paid

4.6-Paternity Leave • The paternity leave is granted to male staff members for five working days, effective from the baby's date of birth until 6 months.

4.7-Emergency Leave • The emergency leave of 5 working days is granted due to extenuating circumstances such as the death of a first degree relative.

4.8.Casual Leave: Every employee shall be sanctioned up to 3 days casual leave during an academic year

5. Recruitment: The objective of the Recruitment policy is to define the basic principles to be used to ensure that the right applicants are recruited for the right positions and the recruited employees possess the required qualification, experience, set of skills and knowledge to perform their job effectively and efficiently.

5.1 : Sources for recruitment: Management uses the following sources for recruitment:

• Announcement of the vacancies is done through the official website.

• Internal Recruitments, if applicable.

• Advertising in social media.

• Recruitment agencies.

5.2 :Interviewing: Once applications are received and the most suitable candidates are screened, they are interviewed as follows:

·In the first phase, the HR Unit will interview the applicants, and shortlisted candidates will be interviewed by the selection committee.

·The selection committee consists of the relevant department head and another member of the department.

·During the interview, the selection committee should not answer any questions related to compensation/salary; such questions must be forwarded to the HR Department.

5.2 :Selection and offer of employment: Once the selection of the candidate is completed, the HR Department shall issue the offer letter in accordance with the approved format and duly signed by the authorized signatory. If the candidate accepts the offer and signs off the offer letter, the HR Unit shall inform him/her of the required paperwork to be done including filling different forms, and submission of personal and educational credentials. As per the requirements and approval of the relevant department like **Abu Dhabi Department of Education & Knowledge (ADEK) & Ministry of Human Resources and Emiratisation (MOHRE**, the HR Department shall inform the candidate of the start date. (issuance of appointment letter).

5.3 : Orientation of new staff: The School recognizes the need and importance of orientation .The customized Orientation schedule strives to achieve the following objectives:

• To welcome the employee to The Model School. The HR Unit welcomes the new employee by emailing.

• To help the new employee develop a positive working relationship by building a foundation of knowledge about the School's history, mission, vision, values, and culture.

• To help the new employees to understand their roles and how their contributions help achieve the Management goals.

• To provide information on the School policies, procedures, and benefits.

• To offer resources, help, and growth for each employee.

• To create a sense of excitement about their new job.

5.4 : Orientation for new staff From HoS/supervisor: School uses a comprehensive set of activities for orientation purposes that include Pre- commencement Checklist and Induction Checklist. Following are the main activities to be performed:

• The new employee is invited to attend a Benefit and Records session.

• The HoS/Supervisor will introduce the new employee to different departments that will provide functional support from time to time.

• The new employee is sent to the Head of Section/Manager who introduces the employee to the position, department, and co-workers.

• After receiving the username and system login information, the new employee attends the orientation sessions separately conducted by systems support staff, library support staff etc. • The new employee and Department head return the completed and signed checklists to the HR Unit.

6. Probationary period: The standard probationary period is set as six months for all the administrative and academic staff. During the period of probation, the department head will evaluate the performance of the employee from time to time. If the employee's performance is not satisfactory, employment may be terminated by school at any time during the probation period with a prior notice. An employee who resigns or gets terminated during the probation period is not entitled to severance pay.

7. Duration of contracts The standard contract duration for staff is two years, and it is renewable if both parties mutually agree.

8. Procedure for contract renewal (Retention) According to the school's comprehensive evaluation process, the staff members are evaluated by the Department Head. The department head reviews the results of the previous year evaluation and takes into account the effectiveness of the staff member during the course of performing his/her duties. Based on the overall performance evaluation, management makes the decision whether to renew the staff member's contract or not.

9. Performance Appraisal: Performance Appraisal is a process in which the achievement of set objectives are verified, the demonstration of good behavior and values are appreciated and necessary action is taken to ensure the development of individual employees working in the organization. The purpose of the performance review policy is to make employees aware of the company's performance appraisal system, framework and participation process.

• To ensure that performance of every employee is assessed as per the set norms of the School.

• To make sure that performance grading is carried out in a fair manner and performance review is undertaken regularly.

• To create trust among the employees regarding the company's performance appraisal system.

• Make employees aware of the future prospect in the company.

• Create a supportive environment in the company to discuss the career aspirations and developmental

10: Resignation: Notice of resignation according to the labor contract. Staff are requested to refer to their contracts before the submission of the resignation. The minimum notice period for standard contracts is

two months. A resignation letter must be submitted to the relevant head of department. Once it is approved, it must be forwarded to the HR department for further processing.

11. Termination And Layoff: This is a situation that is initiated by the Management for what it considers justifiable reason. Unacceptable job behavior or performance, as determined by management, and the inability to perform assigned duties are examples of reasons for discharge .The department head should review the matter with Organization Principal/Vice principal with the complete and detailed documentation and report prior to making a decision to terminate an employee.

12. Reference Letters/ No Objection Letters: Employees must submit a request letter for obtaining Letters of Reference and No Objection letters

- The request must be approved by the Principal and must be forwarded to the HR Department.
- Letter WILL NOT BE issued under: "WHOMSOEVER IT MAY CONCERN"
- It will be addressed to the concerned Person/Authority.
- All Such documents shall be validated and issued by respective school Principals/Authorized signatories or the concerned HR department only.

13. Social Behaviour, Dress code And Work culture:

The purpose of such a policy is to maintain a professional and comfortable work environment, ensure consistency in appearance, and reflect the organization's values. Model Private School is a professional organization and as such, all employees are committed to the right behavior under any circumstances and required to dress appropriately. All staff members are treated fairly and equally.

All school staff members will be expected to abide by school dress standards and dress in an appropriate manner for their work area. Proper grooming and attire have a positive impact on the school's image. Staff should look clean, tidy, and well-groomed and should have a good standard of personal hygiene. Commitment to clean, decent and modest clothing that reflects the traditions of the UAE and that shows a respectful image of workers in the educational sector.

- Teamwork: emphasizing the values of cooperation with others.
- Integrity and honesty: commitment to the right behaviors under any circumstances.
- Transparency: dealing with others in a clear, sincere and honest manner.
- Respect: respect for students, colleagues, Parents / Guardians and community.
- Accountability: the individual bears responsibility for his words and deeds.
- Care and compassion: caring for others and feeling of responsibility toward them.

Reviewed and modified on: Monday,31 March 2026
(to be implemented in the academic year 2026-2027)
Approved by: Principal – *Model Private School*

Effective Date: 5TH April 2026
Review Cycle: Annual or upon new ADEK amendments