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Attendance and Punctuality Policy

2025 – 2026

Riffa Views International School (RVIS) Attendance and Punctuality Policy

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DOCUMENT CONTROL	
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Next Scheduled Revision (yearly)	April 2026

Purpose

This policy defines the expectations for staff attendance and punctuality at RVIS, including working hours, sign-in procedures, and the consequences of non-compliance. Maintaining reliable attendance ensures the safety, continuity, and effectiveness of school operations and student learning.

Scope

This policy applies to all RVIS employees, including teachers, administrative support staff, and Learning Assistants (LAs).

Regular Working Hours

- Staff: 7:15 a.m. – 3:15 p.m., Sunday to Thursday
- Students (PreK): 8:00 a.m. – 2:15 p.m., Sunday to Thursday
- Students (Grades K–12): 8:00 a.m. – 2:15 p.m., Sunday to Thursday

Additional Duties:

- Faculty meetings: Occasionally as needed until 4:00
- ELP (Extended Learning Program) supervision per assigned duty schedule

Ramadan Working Hours

- Staff: 8:45 a.m. – 2:45 p.m.
- Students (PreK): 9:00 a.m. – 1:45 p.m.
- Students (Grades K–12): 9:00 a.m. – 2:30 p.m.

Summer Holiday Hours

- RVIS will operate on a reduced schedule during the extended summer break. Working days and hours for selected staff will be determined by leadership and communicated prior to the summer holiday.

Holidays

- All public holidays announced by the Government of Bahrain apply to RVIS employees.
- RVIS-designated holidays also apply to all faculty and staff

Attendance Requirements

- Employees are required to sign in upon arrival using biometric devices or, if unavailable, manual attendance sheets.
- Employees must remain on campus from 7:15 a.m. to 3:15 p.m., unless otherwise authorized.
- Any employee who must leave campus during working hours must:
 - Obtain verbal or written permission from their supervisor
 - Record time of departure and return

Punctuality and Early Departures

- Arriving late or leaving early without approval disrupts learning and school operations and will be documented.
- Repeated tardiness or early departures may result in disciplinary action.

Attendance Monitoring and Payroll

- The HR Department monitors attendance records and reconciles them with leave request forms.
- Attendance records are considered legal documentation and directly impact payroll processing.
- Employees are responsible for ensuring their attendance records are accurate and complete.

Disciplinary Action / Deduction

- Note below schedule of percentage deductions per daily salary. Staff who are late more than five times will receive an official written warning and deduction.
- Note - this only restarts every academic year.

	Late in Minutes	1 st Time	2 nd Time	3 rd Time	4 th Time	5 th Time +
Late A	15	0	0	10%	10%	10%
Late B	30	15%	15%	15%	15%	15%
Late C	60	20%	20%	20%	20%	20%

Late D	90 onwards	S C H O O L 100%	O L 100%	100%	الدولة 100%	100%
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Review and Updates This policy will be reviewed annually to ensure continued relevance, compliance with Bahraini labor law, and alignment with RVIS operational needs.