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# Leave & Absence Policy

2025 – 2026

## Riffa Views International School (RVIS) - Leave & Absence Policy

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DOCUMENT CONTROL	
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Next Scheduled Revision (yearly)	April 2026

## Purpose

To outline expectations, procedures, and entitlements for staff leave and attendance ensuring continuity of student learning, operational reliability, and staff wellbeing, while piloting an incentive program to recognize consistent attendance.

## Scope

Applies to all RVIS employees (teachers, administrative staff, Learning Assistants). Includes a trial incentive for perfect sick-leave attendance during the 2025–26 academic year.

## Attendance Expectations

- Staff must sign in daily via biometric or manual record.
- On-campus presence required from 7:15 a.m. to 3:15 p.m.
- Any departure during hours must be logged with supervisor and HR approval.
- No signing in/out on behalf of others; violations may result in disciplinary action.

## Attendance Monitoring

- HR reconciles attendance against leave requests and manages payroll accordingly.
- Accurate sign-ins are mandatory legal documents maintained by the school.

## Leave Philosophy

- Faculty presence is critical with only 180 instructional days per year.
- Leave requests must balance individual needs with school operational demands.
- Leave around holidays or busy periods (e.g. parent–teacher conferences) is generally restricted, unless in exceptional circumstances.



## Sick Leave Entitlements

As per Bahraini labour law and RVIS policy, staff are entitled to up to 55 days of sick leave per year, allocated as:

- 15 days at full pay
- 20 additional days at 50% pay
- 20 further days unpaid
- Medical certificates are required for absences of three or more consecutive days, or upon request for frequent usage.
- Notification to HR via text or phone by 6:00 a.m. on the day of absence; lesson plans due to division heads and administrative assistants before 7:15 a.m.

## 2025–26 Sick-Leave Incentive Trial

As a pilot initiative during the 2025–26 academic year, RVIS will introduce a dual-phase bonus structure to reward perfect sick-leave attendance:

Phase 1: 25 August 2025 – 29 January 2026

- Employees who use zero sick leave during this period will receive a BD 250 bonus.

Phase 2: 2 February 2026 – 23 June 2026

- Employees who also use zero sick leave during this second half will receive a BD 250 bonus.

### Eligibility Conditions:

- Must have been actively employed for the full duration of each phase.
- Leave types outside the employee's control (e.g., pre-approved administrative leave) will **not** disqualify eligibility.
- Partial sick days count as a full day for the purposes of bonus eligibility.
- Bonuses will be paid within two payroll cycles following the end of each phase.

**Purpose:** Recognizes professionalism and reduces substitute dependency, similar programs have been implemented in other educational settings, offering quarterly incentives in the USD 250 range.

**Note:** RVIS remains committed to employee health, this incentive program is *not* intended to discourage legitimate sick leave usage during illness.

### Other Leave Types

Leave such as annual, maternity/paternity, bereavement, Hajj, or professional development are governed by existing contracts and Bahraini law. Additional documentation and eligibility criteria will be outlined in separate HR guidance.

### Disciplinary Measures

Noncompliance with sign-in, falsification of attendance, or unapproved absences especially when tied to incentive eligibility may result in disciplinary action up to and including termination.

### Review & Evaluation

Post-June 2026, HR and school leadership will evaluate the incentive's impact:

- Effect on overall absenteeism and morale



- Any unintended consequences (e.g. presenteeism)
- Insights into cost-benefit and staff feedback

This assessment will inform whether the program continues, is adjusted, or discontinued.

## Policy Review

This policy, including the trial incentive clause, will undergo annual review to ensure it aligns with school mission, Bahraini regulations, and staff welfare.