Staff Attendance Policy

1) Swiping Cards:
   i. Attendance of All Staff will be recorded automatically by using the swiping cards.
   ii. All the Academic, Administrative and Support Staff are required to sign in and out while entering or exiting the University at any time using the swiping card.
   iii. Attendance records will be monitored by the Deans or Head of Administrative Department.
   iv. Any Anomalous attendance record should be addressed by the relevant Head of department or Dean as appropriate.
   v. Staff Members are responsible for their own automatic signature.
   vi. In case of new staff joining the University, the attendance will be submitted manual to the HR till the swiping card is done.

2) Working Hours :
   i. All Staff are expected to be in attendance during the University’s normal working hours between 8:45 am to 4:15 pm 5 days per week from Saturday to Thursday.
   ii. Staff members are allowed to arrive from 8:45 till 09:15 am but not before 08:30. Any staff member who will sign in before 08:30 it will not be considered.
   iii. In case of arriving from 09:15 am till 09:45 am, the lateness time will be deducted from the annual balance if there is available balance, if there is no balance it will be deducted from the salary.
   iv. In case of arriving after 09:45am, Staff member will be considered as absent and this day will be deducted from the annual balance. If there is no balance this day will be deducted from salary in addition that a penalty will be applied as follows as per the penalties list:
➢ **First time**: the day will be deducted from the annual balance and a warning will be sent to the staff member.

➢ **Second time**: the day will be deducted from the annual balance in addition to quarter a day will be deducted from the salary.

➢ **Third time**: the day will be deducted from the annual balance in addition to half a day will be deducted from the salary.

➢ **Fourth time**: the day will be deducted from the annual balance in addition to The whole day will be deducted from the salary.

➢ **Fifth time**: a legal action will be taken by the legal affairs office.

v. Overtime will be applied after 7.5 hrs are completed per day. It will be considered minimum 30 minutes after working hours and with the approval of the direct HOD or line manager.

vi. All Academic & Administrative should work minimum 7.5 hours per day and maximum 10 hours per day.

**Attendance Monitoring / reporting:**

i. In case the employee does not enter the automatic signature on a specific date, he/she will be considered absent on the day(s) in question.

ii. In case of forgetting to sign, attendance can be recorded on HRM system by authorized person for each faculty\department specifying the correct entry / exit time on a specific date.

iii. In case of repetitive not signing in for more than two times per month, the case will be investigated between the relevant Dean/ HOD, the HR and the Legal department.
iv. HR will follow up on repeated absence and will be reported on monthly basis to the employees’ head of department/Dean and the senior management for appropriate action.

**Annual leave:**

i. Annual leave will be divided into two types based on the duration of the leave.

ii. If the duration is less than or equal to two days, a staff member can request it within two days from the leave's start date and it should be approved by the HOD/Dean within two days from the request date.

iii. If the duration of the leave is more than two days, Staff member should request it ten days before the leave's start date and it should be approved within two days from the request date.

iv. If the leave is not approved during this period, the leave will be automatically approved by the system.

**Research Leave:**

i. Academic staff members (except Deans, Vice deans & HODs) can take a weekly research day leave as per approval from the Dean.

ii. Teaching Assistants (Demonstrators & Assistant Lecturers) can take a weekly research day leave as per approval from the Dean & Vice President for Research & post Graduate studies.
iii. HR should receive within two weeks from the beginning of each Semester an accumulated report from each faculty with the exact day per week for each staff member.

iv. If a staff member takes 4 days annual and the fifth day happens to be his/her research day within the same week, the research day will be considered as annual and will be deducted from his annual balance. This will be applied to any staff member eligible to take a Research day.

**Late Arrivals and early leave:**

i. Full Time staff shall be permitted to arrive late (Starting from 08:45 am) or depart early (Starting from 02:15 pm) by up to maximum of two hours without deduction from annual balance or the salary for a maximum of two occurrences per month subject to the approval by their line manager/ Dean.

ii. Early leave and late arrival leaves should be approved within 24 hours from the request date, if it is not approved during this period, the leave will be automatically approved by the system.

iii. The leave can be requested at the leave’s start time or before that but cannot be requested after the leave has started.

**Half day Annual Leave:**

I. Staff shall be permitted to apply for a half day’s annual leave on a given day, in case of working not less than 3.45 Hrs.

II. Half Day leave should be approved within 24 hours from the request date.
III. If it is not approved during this period, the leave will be automatically approved by the system.

IV. The leave can be requested at the leave's start time or before that but cannot be requested after the leave has started.

- **Sick leave:**

  i. A staff member can request a sick leave and submit the necessary documents to the clinic within 10 days from his/her first day of absence.

  ii. The leave should be approved by the clinic within two days from the request date.

  iii. The absence days will be deducted from his/her annual balance. If the clinic approves the sick leave, the deduction will be changed from the annual balance to the sick balance. If the clinic didn't approve the leave within 2 days from the request's date, the leave will be automatically rejected by the system.

  iv. Staff member will not be able to request the sick leave if his/her absence exceeds 10 days without requesting it.

- **University Business / Professional Development leave:**

  i. University Business / Professional Development leaves will be divided into two types based on the duration of the leave.

  ii. If the duration is less than or equal to ten days, a staff member can request it within two days from the leave's start date and it should be approved by the HOD/Dean within two days from the request date.
iii. If the duration of the leave is more than ten days, he should request it ten days before the leave's start date and it should be approved within one week from the request date.

iv. If the leave is not approved during this period, the leave will not be automatically approved by the system.

- **Unpaid leave:**

  i. Unpaid leaves shall be requested within two days from the leave's start date and it should be approved by the HOD/Dean within one day from the request date.

  ii. If the leave is not approved during this period, the leave will not be automatically approved by the system.

**Leave forms:**

i. All types of leaves should be submitted on the HRM System.

ii. In case of not approving leaves, the Administrative HOD or the Dean is required to state the reason for rejecting the leave to the HR to follow the legal advice.