

Sick Leave of Absence

A member of staff is unwell

Call must be made between 5:50-6:10am on each day of absence (refer sick leave reporting details; **Appendix 1 – Primary & Appendix 2 - Secondary**)

Probationary staff - sick leave certificate required from 1st day of absence. For staff who have passed probation – 3rd day of sick will require a sick certificate from DHA

Upon return you will report to HR office to complete the necessary paperwork and attendance register (refer to monthly payroll email sent from HR for further details).

Failure to complete the attendance procedures, may result in loss of pay.

Sick leave is monitored and all staff should comply with the sickness and absence policy. If we identify a pattern of sickness then you will be invited to a return to work meeting with HR and a member of the leadership team. Refer to WEK leave policy for attendance guidelines around return to work meetings.

Maternity/ Paternity Leave

As soon as you are aware that you are pregnant you must notify School HR no later than the 12 weeks period. This is to safeguard the individual with a risk assessment for attending school.

You will meet with HR to plan and schedule your maternity leave. There is a maternity leave form to be completed and signed prior to you going on leave.

Please refer to the school HR Team or the GEMS policy for further details regarding maternity leave.

Please stay in touch with HR should your maternity dates change.

Prior to your return to work we will arrange a return to work meeting with a member of the leadership team / HR. Nursing hours (if applicable) will be discussed at this stage.

Appointment – Example, Doctors appointment

If you require to attend an appointment, you should try and arrange this for outside the school day, wherever possible.

If you are unable to arrange your appointment outside the school day, please complete a time away from school form (found on the WEK intranet) and provide evidence of your appointment to your LM and HR.

Please wait for approval for your appointment before committing confirmation.

If your appointment is for the full day then you will need to request this as medical leave on Phoenix – Employee Self Service – attaching evidence of your appointment. If this is not complete then there could be a loss of pay.

HR will track all leave of absence.



Planned medical leave (procedures etc)

Planned medical leave is when the employee is aware that they may have to have a procedure and take time off.

Planned leave should be shared/discussed with your LM and HR, 7 days prior to your leave date (wherever possible).

You should submit your planned leave on Phoenix ESS (**refer to Appendix 3 for information on this process**) and attach evidence of appointment from the hospital. You will receive approval from HR before moving ahead with the planned medical leave.

You should speak to your LM prior to your planned leave to make sure cover has been set and duties have been arranged.

Please submit your sick leave certificate post procedure to ensure that your salary will be processed as medical leave.

Emergency Leave

Emergency leave should be used for bereavement or emergency situations for immediate family including children and parents. As per the GEMS policy this leave is generally not for extended family members.

Please inform your LM and HR if you require emergency leave. This type of leave can only be approved from Senior Leadership Team and HR.

Once you have had a conversation with your Senior Leadership Team you should complete your request on Phoenix Employee Self Service.

Your request will be reviewed on Phoenix Employee Self Service and you will receive a notification.

If you feel that you would like to speak to someone on your return to work, please reach out to a Senior Leader or HR.

Unauthorised leave of absence

This is when a staff member is absent from employment and neither HR nor the LM has approved the leave request.

Unauthorised leave is a deduction of pay and can result in disciplinary action as per code of conduct which can be found on GEMS net.

You will be invited to a meeting with HR to explain the purpose of leave and next steps.

Please note that as per UAE law if an employee accumulates up to 7 days unauthorised leave this can lead to termination of contract.

Refer to GEMS policy



Loss of Pay Leave during term time for Teachers/TAs/LSAs

An employee can request approval for loss of pay leave for reasons such as a family wedding. However, this is something that ideally we request staff to arrange during holiday periods only and not during term time.

Please have a discussion with your LM in the first instance and await the feedback/approval.

If you receive verbal approval, you will require to request loss of pay leave via Phoenix - Employee Self Service. **Leave has to be approved by your LM and HR before leave commences.**

You will have to attach evidence of the leave for this to be approved (i.e. wedding invitation).

***It should be noted this leave will be approved only on one occasion and should be requested for first degree family members only.**

Study leave

An employee is permitted to take up to 10 days study leave per year. **This can only be applied if the centre is registered with the KHDA and your Principal wishes to approve your request.**

Please have a discussion with your LM in the first instance.

You will have to request study leave via Phoenix - Employee Self Service and this has to be approved by your LM and HR before the leave commences.

You will have to attach evidence of study leave for this to be approved.

Notification of late arrival

If you are late for work, you should alert your LM immediately so they are able to communicate with colleagues for cover.

Please notify your LM once you arrive to school.

Please note that if there are repeated instances of late arrival then a meeting may be requested with HR to discuss next steps.



APPENDIX 1 – PRIMARY/ADMIN REPORTING OF ABSENCE

All Primary staff must notify the correct leader by telephone call between 5:50-6:10am on the morning of the unplanned absence:

Staff Group	Leader	Telephone Number
FS & Nursery Teachers	Rebecca Howells	050 586 1590
KS1 Class Teachers	Tinisha Hall	050 117 7039
LKS2 Class Teachers	Carolyn Brunton	056 550 9323
UKS2 Class Teachers	Emma Voller	052 921 8233
PE Team	Joanne Hearty	056 280 5344
Arabic & Islamic	Rasha Hijazi	056 111 8860
MFL, Music & Teaching Assistants	PLT Cover Phone	052 446 5843
Inclusion Teachers & LSAs	Stacey Bradwell	058 583 1107
Admin Staff (please also inform your LM)	Lindsay Gray	055 557 5524

Please do not call on evenings or weekends, only the times stated above. For any additional days, a phone call must be made each morning.

Teaching Assistants and Learning Support Assistants, please report any duties that you may have that day, including staff creche. Staff in your year group should have a plan in place to cover any duties internally.

Class and Specialist Teachers, below is a reminder of the expectations to be followed if you are absent from work. It is important that all the steps are followed either before or after you have reported your absence by phone:

- Send a timeline of your day via email with an overview of each period. Please copy in your Head of Year, Head of Phase and Vanessa Campolucci.
- In the email, please include all necessary flips and teaching resources. Resources must be prepared and ready prior to leaving school the day before.
- State who will cover your duties, if needed
- State who will cover your ECA, if needed

It is the teacher's responsibility to arrange cover for any duties. If needed, reach out to the team and Head of Year (HOY) for support. Each Teacher should arrange within your department/year group a named person who will cover your duties and ECAs in the event of absence. Any covered ECAs must take place in the usual ECA location, with children being taken to the same pick-up point after the ECA.



APPENDIX 2 – **SECONDARY** REPORTING OF ABSENCE

If you need to call in sick or for an emergency, you must **CALL** your SLT line manager by **6:30 AM**. Additionally, inform your Head of Department (HOD). Please note that this **cannot be done via WhatsApp**—it must be a phone call. **SLT Line Manager Contact Details:**

Ben Parkes Secondary Principal 056 646 4678	Ashley Robbins Secondary Vice Principal 050 114 2784	Lisa Wareing Secondary Vice Principal 056 835 9817	Sarah Warncken Secondary Vice Principal 054 712 9265	Tom Moriarty Secondary Assistant Principal 058 947 0029
<ul style="list-style-type: none"> ○ VPs ○ HOF Science ○ Secondary PE ○ Music ○ Academic Secretary/Receptionist 	<ul style="list-style-type: none"> ○ HOF BLEEP ○ Social Enterprise ○ AP KS3, 4 & 5 ○ Deputy Secondary Safeguarding ○ School Counsellors ○ Horizons Lead 	<ul style="list-style-type: none"> ○ HOF Communications ○ HOF Social Science ○ Exams Officer ○ MSCE Faculty Lead ○ Senior Teacher 	<ul style="list-style-type: none"> ○ HOF VADT ○ HOF MAT ○ Inclusion ○ AP Teaching & Learning ○ Literacy & Reading Co-Ordinator 	<ul style="list-style-type: none"> ○ HOYs – Sixth Form ○ Careers Advisors ○ Head of BTEC
Emma McCulley Secondary Assistant Principal 055 537 5362	Sam Cole Secondary Assistant Principal 056 729 8524	Adina Strachan Senior Teacher 055 187 2224	Joanne Hearty Director of Sport 056 280 5344	Rasha Hijazi Director of Arabic and Islamic 056 111 8860
<ul style="list-style-type: none"> ○ Head of Years 7-11 ○ Deputy Heads of Year 7-11 (managed by HOYs) ○ Student Manager 	<ul style="list-style-type: none"> ○ Student Leadership Coordinator ○ Heads of House ○ Head of Drama 	<ul style="list-style-type: none"> ○ English ○ Media ○ Modern Foreign Languages ○ ELL 	<ul style="list-style-type: none"> ○ PE 	<ul style="list-style-type: none"> ○ Arabic ○ Islamic ○ Emirati Staff (All)

Cover Requests

Anything related to **Known cover requests** (e.g., trips, PD, etc.) OR **Needing emergency cover** (e.g., going home sick), Please send your requests to the following email address:

staffcover_wek@gemsedu.com.

Important:

- You no longer need to print off cover request forms. These can be completed digitally and emailed to the address above. Forms can be found on our WEK Intranet.
- You will receive an acknowledgment once your email is received and actioned.
- Requests to be blocked from cover that are known and not an emergency must be sent a **minimum of 48 hours in advance**. This allows us to mitigate any large impact and arrange cover teachers.
- If a request is made within **24 hours**, we will do our best to accommodate, but the request must be justified.

Meetings

All meetings should take place outside of your teaching time and will **not** be covered. In unavoidable circumstances (e.g., safeguarding), please include your SLT Line Manager when emailing for cover.



APPENDIX 3 – PHOENIX - EMPLOYEE SELF SERVICE (ESS) – HOW TO USE

[CLICK HERE TO ACCESS USER GUIDE FOR PHOENIX EMPLOYEE SELF SERVICE](#)

- Once you submit a leave request on ESS, your Line Manager will receive a notification to approve your leave. Please discuss any planned leave with your Line Manager or HR before submitting your request.
- Once your LM has approved your request, an approval request will then be sent to HR to approve and ensure leave is in accordance with the GEMS Leave Policy. Principal/CEO will have an overview of all leave requests.
- You will receive a notification once your leave has been approved and only then should leave be taken. If you have not received any approval then you require to follow up with your Line Manager or HR.
- For unpaid leave, emergency leave or pre-arranged medical leave requests, HR Department will continue to request supporting documents, which still require to be provided. There is an option to upload supporting documents on Phoenix.
- Annual Leave for Admin Staff – please upload any of your upcoming leave requests on the system. Line Managers for admin departments will require to ensure adequate cover is in place for your teams before approving leave requests (if applicable).
- **Please note** that any leave requested on ESS requires the employee requires to provide adequate notice to school. Leave requests (unless in an emergency situation) will not be approved if you are providing 24 hours notice or less, prior to the date of leave commencing.
- We still very much encourage discussions to continue with your Line Managers before leave requests are submitted.
- **For sick leave you are required to report this on the morning you are unwell (refer to Appendix 1 for Primary and Appendix 2 for Secondary).**
- For time away from school (i.e. appointments that are not the full day), please complete the Time Away From School form which can be found on the WEK intranet. This leave also requires to be approved by your LM and HR, please wait until your leave is approved to ensure adequate cover is in place.

