



AMA Cover and Absence Procedures Policy

Policy Issued	September 19
Review Review	September 20
Lead Professional	Head of Primary & Head of Secondary
SGG Ratification	April 20

Rationale

To be provide a consistent and transparent system for setting cover and supporting staff and the wider academy during key absences.



Morning Procedure upon entry to school

- All staff must sign in and out, electronically, at the main school entrance.
- Staff entering the building after 7:30 am and leaving before 3:30 pm **must** sign in and out electronically **and** manually (the book is at Reception) for safety purposes.

First Day of absence procedure

- Any member of staff who is going to be absent from school/work must telephone their Head of School by 6:30am on the day of absence or the evening before. Upon receipt of this information the Head of School will produce the cover email that is circulated to staff by 7:15 am each morning. **Notification of sickness via SMS / WhatsApp or email is not acceptable.**
- **Head of Primary:** Matt Booth – 050 208 0117
- **Head of Secondary:** Tom Meakin – 056 974 9164
- In addition, all absent staff must contact their Head of Department, or nominated person in the department, to notify him/her of cover work or for the nominated person to set cover work. This can be done via email or text, as agreed in each department.
- Staff must contact the Head of School before 3.00 pm on the day of the absence to confirm any continued absence.

Sickness during the work day

- If a member of staff becomes unwell in the working day and needs to go home please see the appropriate Head of School before leaving the school site. The Head of School will then notify HR. **Before 10.00 am**, the Medical Note Procedure (below) must be followed.

Medical Note Procedure

- Aldar Academies Policy states that the **original medical** certificate from a doctor/hospital is needed for illness for more than one day (this includes any absence to look after a sick child). Self-certification is permitted for the first day of absence once you have completed your probation. This sicknote must be uploaded onto Oracle.
- If you are within your probation period a sicknote is required from the first day of absence and must be uploaded onto Oracle.



- The Medical Certificate must have a Health Authority Abu Dhabi (HAAD) stamp. The original medical certificate must be given to HR. Failure to adhere to the requirements, above, may result in deduction of salary.

Cover Arrangements and Allocation

- Cover allocation is linked to teaching timetable loads. The maximum teaching loads for 2019-2020 are, as follows:
 - 27 periods per week for main scale teacher
 - 20 periods per week for Head of Department (LP3/4)
 - 22 periods per week for subject lead (LP1/2)
- It is expected that all staff support and honor any assigned cover.
- Changes cannot be made to the cover list once it is published at 7:30 am, unless prior notification of meetings/school events have been made clear to the Head of School.
- Staff unavailable for cover due to school events/meetings **must** complete a cover slip at least 24 hours before the day of the meeting or event in order to be exempt from cover. Cover slips, for meetings/school events, must be signed by the Head of Department **and** a member of the Primary or Secondary Leadership Teams.
- Staff can nominate to protect 20% of their timetable load, as protected lessons, by way of helping management of their time and workload. Protected lessons must be agreed by the Head of School.
- **On occasion, in emergency situations, staff may be asked to cover in their protected time.** Staff would be expected to support with this. If there is an emergency event, such as a colleague being taken ill, the Head of School will contact colleagues individually to ask for help with short notice cover.

Examination cover requirements

- Staff are required to invigilate internal and external examinations. Heads of Department, Heads of Key Stage, PLT, SLT and ELT are required to invigilate a minimum of one evening and one weekend external examination, per academic year, to support the Examinations Officer and Summer Examination Schedule.
- **Cover lessons will be allocated based on** 1) timetable load; 2) staff availability; 3) non-protected frees. All staff are expected to provide cover and support for examination invigilation as required.



Planned Absence and Cover Work

- If there is a period of known absence staff are required to complete a "Leave of Absence Form" **Appendix 1**. This must be completed minimum 5 days prior to the absence and must be signed of by the relevant line managers.
- Planned absence consists of times when staff have fixed or calendared events, CPD/courses, or any activity where they know in advance that they will be unavailable for teaching with prior notice.
- The Leave of Absence form should be given to the PA to the Principal for final approval. Details also must be uploaded to Oracle.
Failure to do the above, may result in salary deduction.

In this instance, the arrangements for setting work should be, as follows:

- Work is set on the cover work proforma, **Appendix 2**, emailed to the Head of Department or designated member of the department. This is printed and left in a clear place on the teacher's desk in the classroom.
- Staff on cover must complete the feedback section of the cover plan and return it to the class teacher. This can be done by leaving it on the teacher desk, passing to Head of Department. If an absent colleague has completed a planned absence cover plan and has not received this, with feedback, please notify the Head of Secondary.

Cover Work for Illness or Short Notice Cover

- Work set should be meaningful, with clear instructions, and be capable of being carried out independently. Cover work must be emailed to the Head of Department, or designated person in the department. If a Head of Department is absent he/she will send work to a designated colleague in the department.
- Please note that colleagues may find 'continuation of work', especially for practical subjects/lessons (Music, DT, PE, Art, Drama) challenging. Be selective about the tasks you are asking students to complete.

Compassionate and Special Leave

- Staff who require leave of absence must complete the 'Request for Leave of Absence' form and pass this to their line manager. Leave of Absence may be granted with or without pay.



- **In all circumstances, relevant documents must be uploaded to Oracle**, immediately after approval or within one calendar month after the approved leave. Failure to do so, may result in salary deduction.

Unauthorised absence from work will result in disciplinary action being taken.

Family Bereavement

- The Principal can grant at discretion, up to 5 days maximum paid compassionate leave for bereavement for the following family members/relatives:
 - Husband/wife/partner
 - Parent
 - Brother/sister
 - Son/daughter
 - Grandparent
- Please note that it is Aldar Academies Policy that a copy of the Death Certificate is uploaded to Oracle. Failure to do so, within one month of taking compassionate leave, may result in loss of salary. Preferably this is done upon immediate return after compassionate leave.

Paternity Leave

- The Principal can grant five days paid Paternity Leave, if taken within one month (calendar days) of the child's birth, as per UAE Labour Law.

Family Weddings

- The Principal may grant, at her discretion, up to 2 days maximum unpaid special leave for a Family wedding. Please note that it is Aldar Academies Policy that a copy of the family wedding invitation is uploaded to Oracle.

*N.b. Family wedding = parent, brother/sister, son/daughter.
Permission will not be granted for other family members, friends,
being a best man/groom, maid of honour/bridesmaid or (birthday)
parties.*

Interviews

- The Principal may grant a maximum of one day's unpaid leave, per academic year, for any job interview in the UAE.
- The Principal may grant up to three days unpaid leave, per academic year, for any job interview outside the UAE, providing any absence would not have a detrimental impact upon the school.



Other Events:

- The Principal can grant at their discretion, up to 5 days maximum unpaid special leave for:
 - Religious events
 - Bereavement to other family members/relatives
 - Ill-health to family members/relatives



Appendix 1 – Leave of Absence Form

**All leave of absence requests require this form to be completed in full.
5 working days' notice required.**

No leave of absence will be approved without correct signatories via this form. Any leave/sickness taken without approval could result in loss of pay. Proof of meetings/events should be attached to this form.

Please follow the steps below:

Step 1: Fill in all necessary sections below

Step 2: Must be signed by your Line Manager

Step 3: Must be signed by Cover Coordinator

Step 4: Must be signed by Head of School

Step 5: Must be signed by Principal's PA

Step 6: Must be signed by Principal

Details of Leave Request

Name of applicant					
Department	<input type="checkbox"/> Teaching/ Teaching Assistant	<input type="checkbox"/> Administration		<input type="checkbox"/> Other	
Type of Leave	<input type="checkbox"/> Annual Leave	<input type="checkbox"/> Sick/Medical Leave		<input type="checkbox"/> Emergency Leave	
	<input type="checkbox"/> Paternity Leave	<input type="checkbox"/> PD Course		<input type="checkbox"/> Other	
First date of leave		Returning date to work		Number of days absent	
Details/reason for absence (<i>please provide details for PD courses</i>)					
Applicant's Signature:				Submission Date:	

To be signed for approval:

1	Line Manager		Approved: YES / NO	Signed:	Date:
2	Cover Coordinator		Approved: YES / NO	Signed:	Date:
3	Head of School		Approved: YES / NO	Signed:	Date:
4	Principal's PA		Approved: YES / NO	Signed:	Date:
5	Principal		Approved: YES / NO	Signed:	Date:
Notes	With Pay: <input type="checkbox"/> Without Pay: <input type="checkbox"/> Reason if refused:				



Sunday to Wednesday	KEY: NCR = No Cover Required	Class / Area <i>(Please detail exact details) and any other relevant information.</i>
Period 1 8:00 – 8:50		
Period 2 8:50 – 9:40		
Period 3 9:40 – 10:30		
Break 10:30 – 10:50		
Period 4 10:50 – 11:40		
Period 5 11:40 – 12:20		
Lunch 12:20 – 1:00		
Period 6 1:00 – 1:40		
Period 7 1.40 – 2:20 / 2:40		
ECA		

In the event of needing a duty covered please inform your line manager/duty coordinator separately.

In the event of needing an ECA covered please inform ECA Coordinator directly.



Appendix 2 – Cover work Proforma

Cover Lesson: (subject)	
Teacher:	No of Pupils:
Class:	Date:
Room:	
Scheme/Topic:	
Learning Objectives:	
Activities:	
Evaluation of lesson: (i.e. students' effort/attitude to learning/behaviour)	