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APPROVED BY:	10/2025	CHAIRMAN OF THE BOARD	DR. LOUAY JEROUDI	
DATE OF REVIEW				



### 1. Introduction

- 1.1 Absence and Annual leave policy sets out the amount of annual; sick, other leave days the Russian School of Abu Dhabi team is entitled to and the process for requesting the leave.

### 2. Objective:

- 2.1 Absence and Annual leave policy help to ensure impartiality and consistency across the school and avoid internal conflict.

### 3. Scope:

- 3.1 This policy applies to all RSAD based employees.

### 4. General annual leave entitlements as per the UAE Labor laws:

- 4.1 As per the UAE Labor Laws, Where the Employee does not complete a full year's service, annual entitlement shall be 2 days per month.
- 4.2 When a full-time employee completes one year of service, they are entitled to 30 calendar days of annual leave.
- 4.3 According to the UAE Labour Law, the Employer may at his discretion determine the date for commencement of annual leave. The Employer has the right to request the Employee to postpone their annual leave according to work requirements.
- 4.4 The calculation of the duration of annual leave will include official holidays specified by law or by agreement, and any other leaves caused by sickness if they fall within the annual leave unless the Employment contract or the Employer's internal policies have other provisions.
- 4.5 A Part time Employee is entitled to an annual leave according to their actual working hours with the employer, and its duration is determined based on the total working hours converted to working days, divided by the number of working days per year, multiplied by the legally prescribed leaves, at a minimum of five working days per year for annual leave.
- 4.6 Employees are not eligible for annual leave during their probationary period.

### 5. Public Holiday Entitlement

- 5.1 The Employee shall receive full pay during the following official holidays:

- ✓ Eid Al-Fitr ;
- ✓ Eid Al-Adha ;
- ✓ National Day ;
- ✓ Hijri New Year's Day ;
- ✓ Gregorian New Year's Day ;
  
- ✓ Prophet Mohammad's Birthday ; and,
- ✓ Isra and Al Miraj.

The Employee shall receive full pay during official holidays.

### 6. Annual Leave Entitlement Management by RSAD

#### 6.1 General guidelines:

- The holiday year runs from start of the Academic year date in August or September to August annually.
- All leaves are subject to the approval of the school's Principal.
- The annual leave policy, along with additional leave entitlement days (if any), shall be duly confirmed by the Human Resources department to all employees prior to the commencement of, or at the beginning of, each Academic year, subsequent to the Principal's approval.

- Employees are expected to take leave on Educational Academic year holidays, unless there is an emergency or a valid reason, and the Principal has approved the leave request.
- Where the Employee exceeds his annual leave entitlement for the Academic year, the remaining days of Educational holidays will be requested by RSAD to be taken as unpaid leave.
- A new Employee who joins the school during an Academic year will be granted pro-rated leave in accordance with UAE Labour laws (2 days of annual leave entitlement according to the months worked).
- Should Employee join RSAD with pre-booked holidays every effort will be made to honour this, providing Employee inform RSAD prior to accepting the role. When honouring holidays that exceed Employee's entitlement, Employee will be required to take the additional days as unpaid leave.
- Should Employee abstain from attending the work without any justification for more than twenty (20) interrupted days in a year or more than seven (7) consecutive days, as per the UAE Labor laws article 44, such Employee can be immediately terminated.
- Employees who leave their employment for the reasons of termination; resignation with the school during the Academic year will be entitled to paid holidays in proportion to the part of the holiday year that they have actually worked, as stipulated by the UAE Labour Laws.
- While on Probation, the employee is not permitted to take or entitled to any Annual leave.

*N.B. RSAD reserves the right to require Employee to take any unused holiday during their notice period.*

*RSAD also retains the right to modify the Annual Leave and Absence policy according to the school's needs each Academic year.*

### 6.2 Academic Teaching Staff:

- The school should confirm Teachers' leave days during educational holidays as early as feasible. This should be done at the beginning of each new Academic year.
- Teachers must use their leave entitlements during Educational holidays such as midterm, winter, spring, and summer breaks within the same Educational year. Their leave entitlements shall be compliant with UAE labour legislation and approved by the school's Management.
- In the event that a Teacher joins the school after the commencement of the Academic year, their annual leave entitlement will be determined in accordance with the labor laws of the UAE, which stipulate 2 calendar days per month for those with less than one year of service, or on a pro-rata basis. Teacher who will join the school during an Academic year will not be entitled to any additional leave days by the school granted to the Teachers and the Educational break days which will exceed their entitlement by the Labor laws, will need to be taken as unpaid leave, unless otherwise agreed upon by both parties.
- If a Teacher leaves the school before the conclusion of the Academic year, their annual leave will be computed according to UAE labor legislation (2 calendar days per month for under one year of service).
- The teachers who have completed a full Educational year, at the school discretion will receive up to 40 days of additional leave the current year.
- Subject to the Management's confirmation, during the Educational holidays, teachers may be required at either or both the start and end of each Educational Institution holiday throughout the Educational year for inclusive, but not limited to, the performance of duties, professional development, orientation, camps for students, etc., not exceeding 30 Calendar days.

- Should a Teacher decide to leave their employment with the school after the completion of the school year due to the natural end of their Employment contract, they shall receive compensation until the end of said Employment agreement. The total sum of their annual leave entitlement as per the UAE Labor laws and additional leave days granted by the school until the end of their contract shall not surpass 70 days. If the total annual leave days until the end of the contract surpass the number of additional days granted by the school, the Teacher will be required either return to work before the end of their contract to work for these days or, with both parties' consent, these days will be classified as unpaid leave.
- Teacher who, due to unforeseen circumstances, request their annual leave outside of the school's designated holidays and such request is approved by the school's Management will not be eligible for any additional leave days from the school, and the amount of their leave will be determined in accordance with labor laws in the United Arab Emirates.  
In such a situation, the Teacher will either have to work over the approaching school holidays or take an unpaid leave.
- Teachers will not be paid for extra work on Saturdays or Sundays, including exams, Saturday school, and other school commitments. Nonetheless, if a teacher, as per the school's request is present at work between 2-4 hours, they shall be entitled to one day off, and for 4 hours or more (in terms of hours), they shall be entitled to one and a half days off. While Kindergarten and Grade 1 teachers upon Principal's approval can apply for these additional granted days off on Fridays or during the upcoming Educational holidays due their working in pairs arrangements, other teachers will need to apply for these additional days off during the upcoming Educational holiday only. The school retains the right to allocate (conditional upon the consent of the allocated Teachers) Teachers for the aforementioned additional work over Saturdays and Sundays in order to balance their opportunities for acquiring an additional day off, thereby ensuring that the Teachers do not exceed their holiday days accrued entitlement during the Educational Institution holidays confirmed by the school.
- Kindergarten and Grade 1 Teachers working in pairs will be granted an extra day off on Fridays or the upcoming educational Institution's holiday (approval from the school management is required; the summer break is not included unless stated otherwise by the school's Management). should they be required to cover for a colleague who is absent due to illness or other reasons for three consecutive or non-consecutive days (for about 6.4 additional hours of work). Teachers intending to utilize the aforementioned day of leave on Friday are required to submit their requests no less than one week prior to the specified date. The school reserves the right to deny such requests if there are scheduled events, meetings, or other activities on that particular Friday. In addition, to prevent any misunderstanding and confusion, the school will not be granting late arrivals or early departures based on extra daily working hours.
- The school does not permit Kindergarten or Grade 1 Teachers working in pairs to interchange their responsibilities for an entire school day to compensate for each other for their absences or any form of leave during the Academic year.
- When covering for their colleagues' absences, other teachers will follow a similar procedure. If their colleagues' absences exceed their regular working hours for about 6.4 hours, they will accrue an extra day off. This day off will only be allowed during the educational institution's holidays (approval from the school management is required; the summer break is not included unless stated otherwise by the school's Management). In cases where Teachers surpass their annual leave entitlement as per labor laws, and; upon completion of the Educational year, the extra leave days provided by the school, the excess days shall be either worked or taken as unpaid leave.
- There shall be no provision for Carried Forward and Deferred holidays for the Teaching staff for the impending Academic year. Any accrued and untaken leave days (extra days earned; if applicable) shall be forfeited; therefore, any inquiries regarding such days ought to be addressed with the school's Management at least one month prior to the commencement of the summer break.

- It is the sole responsibility of the Teacher to furnish precise information regarding the overtime (substitute) hours (subject to the school's request) to the Human Resources Department. This information must be submitted to the Human Resources Department within ten (calendar) days following the final day of substitution or the conclusion of 6.4 hours. The institution retains the right to deny any request for this day off should the pertinent form be submitted to the Human Resources Department with considerable delay.

### 6.3 Academic Non-Teaching / Admin Staff:

- All the Academic Non-Teaching and Admin staff are entitled to leave as per the UAE laws of 30 days upon completion of one year of employment with the school.
- Subject to the Principal's approval and Employment offer, certain Academic Non-Teaching administrative staff members may qualify for additional leave of up to 15 calendar days of leave which shall be divided into intervals of 10 and 5 calendar days respectively to be utilized during the Midterm (TBC), Winter and Spring breaks. Such staff shall have an agreed upon with the school's Principal Rotation schedule.
- Should the current departmental structure or the nature of tasks hinder the rotation schedule's implementation, some employees may be required to work from home for up to 10 days within the previously mentioned 15-day timeframe, with adjusted hours from 9:00 am to 2:00 pm.
- In the event that an Employee wishes to utilize their annual leave outside of the designated Educational holiday periods, they shall lose any additional leave entitlement granted by the school and entitled to leave entitlement as per the UAE Labor laws only.
- The summer holiday should not exceed 30 days, unless otherwise is approved by the Principal.

### 6.4 Temporary staff and Part Time Employees

- Annual leave is prorated for Temporary staff and Part time Employees. Article 18 of the Cabinet Resolution No. 1 of 2022, states, "Subject to the provisions of Clause (2) of Article (29) of the Decree-Law, a part-time employee shall be entitled to an annual leave according to the actual working hours he spends with the employer.
- The duration of the annual leave shall be determined based on the total working hours after converting them into working days, divided by the number of working days in the year, multiplied by the legally prescribed leaves, with a minimum of five working days per year for annual leave.
- Where due to the nature of his/ her job an Employee is not required to work (e.g. during Educational Holidays, etc.), an Employee will be required to avail unpaid leave.

*N.B. Unless the school's management has approved and granted off days to certain employees based on individual (additional days worked on the weekends, other circumstances) cases, the midterm break of the 2024–2025 Academic year shall not be assumed as a holiday. The aforementioned additional leave days for the Teaching staff are valid only for the Academic year 2024-2025. The entire policy will be reviewed and confirmed for the next Academic year.*

*Regarding the off days on Fridays for the previously mentioned clauses for Kindergarten and Grade 1 Teachers, requests for these additional leave days on Fridays must be submitted at least one week in advance. The requests will be evaluated based on the employee's application submission date/ time.*

*It's important to note that having the option to work remotely doesn't mean that employees can travel freely during that time. When working remotely, they are still expected to be available to come into the office within a reasonable timeframe, based on their location, if needed.*

### 6.5 Booking Holiday

- All annual leave (with the exception of Public or Educational holidays confirmed by the Principal) must be discussed with Employee's line manager, approved by the school's Principal, and submitted to HR. Please complete the holiday authorization form (available from the HR Department) at least one month in advance.
- Within each department, holidays will be authorised on a first come first served basis to ensure that there is adequate cover.
- Certain positions may be subject to limitations on taking holidays during particular months. Information regarding such constraints will be communicated to Employee by their line manager.
- RSAD may request the Employees to postpone or adjust their annual leave subject to work requirements.

### 6.6 Carried Forward and Deferred Holidays

- Annual leave should not be carried forward to the next Educational year.
- The only circumstance in which accrued annual leave as per the UAE Labor laws entitlements may be compensated by a cash payment is upon termination of employment, in which case the leave days' entitlement is calculated to the end of the notice period, whether or not the individual is working the notice period; except for Employees leaving during their probation period or dismissal for gross misconduct, in which case the Employee is not eligible to receive any payments in lieu.
- In exceptional circumstances and authorization of the school's Principal, Admin Employee's leave can be carried over to the next holiday year.
- Only admin staff shall be entitled to carry over the leave days to the next Academic year. A maximum of five days holiday may be carried over into the following holiday year, and must be used by 30<sup>th</sup> October.
- Any holiday remaining in addition to the five days carried over and any holiday carried forward but not used by 30<sup>th</sup> October will be lost.

## 7. Sickness Absence

### 7.1 Holiday and Sickness

In compliance with UAE laws Employee will continue to accrue Annual Leave (at statutory entitlement) during the period of absence due to illness or injury. There are conditions attached to these arrangements including, but not limited to, complying with any requests from RSAD to be assessed by a nominated medical practitioner.

### 7.2 Medical and Dental Appointments

- Employee should make every effort to ensure that any medical/dental appointments are made outside their normal working hours.
- Where this is not possible Employee should seek prior permission from their line manager and they may be expected to make up for the loss of time.

### 7.3 Notification of Sickness Absence

- Employee must notify their line manager as early as possible (but at least one hour before the school's start time) on the first day of absence and state the following information:
  - ✓ Cause of absence
  - ✓ Likely duration of the period of absence



- It is Employee's responsibility to keep their line manager informed on a daily basis of their progress and any changes to the likely duration of the period of absence and therefore their expected return to work date.

### 7.4 Certification

- If an Employee is absent for more than (1) one consecutive day they will be required to obtain a medical certificate from Employee's doctor covering the period of absence. This should be forwarded to the HR Department upon receipt from Employee's doctor in order to ensure Employee receive the correct level of sick pay, as per 7.5 of this policy.
- Any absences that continue beyond the date stated on the first medical certificate must be covered by additional interim certificates until Employee is declared fit to return to work.
- Should Employee be absent on Monday or Friday, they must obtain a medical certificate from a doctor covering the period of absence, even if it is for one (1) consecutive day.
- In cases where the school's Management identifies a pattern of frequent one-day absences, the school reserves the right to demand a sick leave certificate for each day of absence.
- Should Employee wish to return to work during the period of time that they are certified on a medical certificate Employee must receive an additional medical certificate declaring Employee is fit for work and complete Return-to-Work Form.

### 7.5 Sickness Pay

The standard RSAD Sick Pay/ Calendar days:

Length of Sick leave	The RSAD Sick Pay Entitlement
15 Days	Full Pay
30 Days	Half Pay
45 Days	Unpaid

- RSAD sick pay is subject to the discretion of the Principal, but will not be reasonably withheld providing the Notification and Certification procedures set out above are followed.
- Article 83 of the UAE Labour Law states: "The worker shall not be entitled to any paid sick leave during the probation period.", yet, at its sole discretion and in good faith, RSAD may agree to approve up to 7 calendar days paid sick leave during the probationary period; these days will be deducted from the annual paid sick leave entitlement. The aforementioned 7 days will be pro-rated according to the number of months the employee has been employed. In the event where the employee's sick leave days exceed the pro-rated 7 days entitlement

during the Probationary period based on the months worked, any extra days will be categorized as unpaid leave.

- If an Employee fails to notify of his or her absence the school and is absent from work for more than one day without providing a medical certificate or justification, such absence will be deemed as unauthorized leave. Consequently, deductions from the employee's monthly salary will be calculated based on the gross salary.

### 7.6 Return to Work Meetings

- Following Employee's return to work from a three-day or longer period of sickness leave, Employee will be required to complete section 2 of a Return-to-Work Form (available in the HR Department) with their line manager and return it to the HR Department within 3 days of their return date.
- At this meeting line manager, Employee will discuss:
  - ✓ The reason for their absence;
  - ✓ Their absence history and any required improvement;
  - ✓ Any reasonable adjustments required and any action their line manager can take to support them;
  - ✓ Any next steps or actions that may be necessary.
- In instances where it is considered necessary, such as when the Employee reports temporary physical limitations due to a recent illness, surgery, or similar circumstances, the Line Manager shall direct the Employee to attend the weekly health check-ups at the school's clinic. Additionally, the Employee will be required to submit an additional report from an authorized health facility or hospital.

### 7.7 Frequent Short-Term Absence

- All absences are monitored and unacceptable levels of short absences may lead to further investigation.

*N.B The emergency situations in which employees request to leave work for various reasons will be handled according to the circumstances and the frequency of these emergencies.*

### 7.8 Long Term Absence

- Long-term absence is defined as a continuous duration of absence that lasts more than four weeks. RSAD will make every attempt during this time to assist Employees in returning to work.
- RSAD may request that Employee's line manager or HR representative visit Employee at home to determine:
  - ✓ The reason for Employee's absence;
  - ✓ The expected return date;
  - ✓ Discuss any reasonable adjustments required and any action Employee's line manager can take to support Employee;
  - ✓ Answer any questions Employee may have.
- Finally, RSAD may request that Employee provide a doctor's/medical report for medical advice on Employee's ability to work.

*N.B. In certain circumstances, if Employee's condition or circumstances do not improve, their employment could be terminated following a period of discussion and consultation.*

## 8. Authorised Absence

### 8.1 Compassionate Leave

- Employee will be granted (5) five calendar days paid leave to attend the funerals of close relatives, as follows:



- ✓ Husband/Wife/Partner\*
  - ✓ Son/Daughter (including adopted)\*
  - ✓ Mother/Father (including adopted)\*
  - ✓ Brother/Sister (including adopted)\*
  - ✓ Grandparents and Grandchildren
  - ✓ Nominated "Carer" or "Next of Kin" subject to written confirmation of the relationship at the time of the request.
- In circumstances where it may prove necessary for an Employee to take further days absence on compassionate grounds, RSAD will make every effort to enable Employee to use their remaining annual leave entitlement. Where Employee has insufficient annual leave entitlement remaining they may take reasonable unpaid leave at the discretion of the Principal.

*N.B. Local variations may apply.*

### 8.2 Pilgrimage (Hajj) Leave

RSAD will meet its statutory obligations in respect of Hajj leave in accordance with Article 87, Ministry of Labour Federal Law No.8 which states the following: *"Each worker shall be entitled, once in the course of his entire service, to special leave without pay for performing pilgrimage; such leave shall not be deducted from other periods of leave due to him and shall not exceed 30 days".*

### 8.3 Maternity Leave

- In accordance with Article 30, a female worker shall be entitled to maternity leave with full pay for a period of 45 calendar days and half pay for a period of 15 calendar days, including the period preceding and the period following her confinement.
- Employee has the right to avail of maternity leave if the childbirth occurred (6) six months or later following the period of pregnancy. Upon the Employee's request and submission of a medical certificate issued from an authorized medical entity, the school will grant an Employee a maternity at any time, starting from the last day of the month preceding immediately the month, in which Employee is expected to give birth.
- On the expiry of her maternity leave, the female Employee may, after using the maternity leave, be absent from work without a wage for a period not exceeding continuous or intermittent (45) forty-five calendar days due to her sickness or her child's sickness resulting from pregnancy or childbirth, such sickness shall be proven by a medical certificate issued by the medical entity.
- A female Employee who delivers a sick child or a child with special needs "People of Determination" whose health condition requires a continuous escort based on a medical report from the Medical Institution shall be entitled to 30 thirty days' leave with full pay commencing from the expiry of the maternity leave, such period to be extended for another thirty days.
- Being on a maternity leave or absent from work shall not prejudice the female Employee's right to obtain the other leaves. During the Maternity leave period, annual leave days will continue to accumulate for Employees who are eligible for only 30 days of annual leave per year. However, the accrual of annual leave days will not apply to employees with an annual entitlement exceeding 30 days. Furthermore, if an Employee is entitled to more than 30 days of annual leave and their maternity leave coincides with holidays of an Educational holidays, they will not be granted both maternity and annual leave for those particular days.

- Emirati Female Employees will be entitled to the Maternity leave according to the UAE laws.
- Full details of maternity leave and pay are outlined in the Maternity Policy available In HR Department.

*N.B. local variations to this policy may apply.*

### 8.4 Parental Leave

Employee is entitled to a maximum of 5 working days for paid parental leave. The amount of leave days does not change with multiple births. The expectant father/mother is requested to apply for parental leave in writing to the Principal within six months from the birth of a child.

*N.B. Please refer to the Parental policy in HR Department. Local variations may apply.*

### 8.5 Dependant's leave

- The school may, at its discretion and in good faith, grant Employees with minor children up to 3 calendar days of paid Dependant's leave during a single Academic year if their children unexpectedly become ill. Employees who require more than the allotted 3 days of paid leave due to their circumstances must request unpaid leave. This provision is subject to the submission of a sick leave certificate for the Dependant.
- The school, at its own discretion and goodwill, will provide three paid leave days during the Academic year, irrespective of the employee's number of children.

## 9. Unpaid Leave

### 9.1 Unpaid Authorized leave:

- Unpaid leave will only be granted in exceptional circumstances, such as when an Employee requests time off outside of school holiday or all their annual leave has been exhausted. Such leaves shall be requested and authorized by the school's Management in advance.
- All Unpaid leave must be authorised in advance by their Line manager and Principal.
- Unpaid leave, like any other form of leave, is computed based on Calendar days. In circumstances where an emergency occurs or a short unpaid leave extends to or over the weekend, the school, at its discretion and in a good faith, regard the weekend days as compensated leave. If an employee takes unpaid authorized leave due to exceeding their annual leave entitlement reason, the calculation for unpaid leave will be based on calendar days, including weekends if such leave occurs during the weekdays or ends on a Friday.

*N.B. local variations to this policy may apply.*

### 9.2 Unpaid Unauthorized leave:

- Unauthorized absence will result in unpaid leave and may lead to disciplinary measures being taken against the Employee. Unpaid unauthorized leave is calculated in Calendar days and shall always include the weekends whether the leave falls in between the unauthorized leave days or concludes on Friday.



## Absence and Annual Leave Policy

- Unauthorized absence will result in unpaid leave and may lead to disciplinary measures being taken against the Employee. Unpaid unauthorized leave is calculated in Calendar days on a full daily rate and shall always include the weekends whether the leave falls in between the unauthorized leave days or concludes on Friday.
-