

# HR POLICY

POLICY FOR	Employee Management
PERSON RESPONSIBLE	Deepa Achu Abraham
REVIEW DATE	May 2023
REVIEWED BY	Deepa Achu Abraham
APPROVED DATE	5 <sup>th</sup> May 2023
APPROVED BY	SLT
DATE OF NEXT REVIEW	May 2024
RELATED POLICIES	--

## HR POLICY

The HR policy facilities

1. Appointment of teachers, facilitator and support staff.
2. Instructions and regulations to newly appointed staff.
3. Provisions of probation and confirmation criteria.
4. Formulation of pay allowances and leaves policies.
5. Use of permitted school property for school requirements.
6. Appraisal and promotion annually.
7. Smooth functioning of all departments.
- 8.'No due' certificate at the time of abandonment of job.

## PROCEDURE

1. Probation period for three months from the date of joining.
2. Yearly appraisal.
3. Casual leave as per ministry specification.
4. Annual leave paid.
5. Maternity leave paid.
6. Staff cannot avail more than one casual leave at a time.
7. No due certificate to be obtained from all departments to avail benefits from the accounts department at the time of resignation.
8. One month notice is to be submitted for resignation.
9. Work Ethics to be strictly adhered to.