

## **HR POLICY FOR STAFF**

26 August, 2024.

**All Staff,**

**Welcome back after vacation. I am delighted to welcome all students into the campus for a delightful study and growth.**

**Attached are the 4 updated policies of the New Indian School Umm Al Quwain for your attention and strict adherence.**

### **1. Staff Child Fee Discount Policy:**

This policy states that all staff members will be eligible to receive a discount on their child's fees only if they pay their current month's fees before the 10th of every month.

Staff are required to pay their ward's fee before 10<sup>th</sup> of the current month. Defaulted staff are not eligible for 50% discount. In case it is defaulted for more than two months, they will be required to pay full payment of the tuition fee of their children. In this case, no discounts are applied.

### **2. School Visa for New Joiners:**

This is clear and Straightforward policy for new joiners who are seeking a school visa. By requiring them to submit their original Educational certificates (Degree/PG) as a security with the School, This is to ensure to meet the commitment between the employee and the School.

### **3. Labor contract payment Policy:**

Staff that have already modified their salaries in their labor contracts to support their families will need to pay back the excess amount prior to each payroll processing date in a month: It is 25 of the month. If the staff has failed to pay before the payroll payment date consecutively for two months, their labor contract will be modified to reflect to single sponsoring. Hence, they will not be able to sponsor their family members. Please note that the employees joined after January-2024 will not be eligible for any contract modifications.

### **4. Advance Policy:**

The New Indian School has a strict policy of not providing advance or loans to employees. This means no advance payment will be given to any employees, and there is no provision for employees to take out loans and borrow money from the school.

Regards,

Admin Manager

The New Indian School

Umm Al Quwain