**Staff Attendance Procedure**

**1. Purpose**

To ensure punctuality, maintain operational efficiency, and promote fairness by setting clear expectations for attendance, working hours, and absence reporting.

**2. Standard Working Hours**

* Start Time: 07:00 am
* End Time: 04:00 pm
* Breaks: 12:00 pm – 01:00 pm
  + Morning break: 15 minutes (between 09:00 am – 09:15 am)
  + Lunch break: 1 hour (12:00 pm – 01:00 pm)
* Employees must be at their workstations and ready to work by 07:00 am.
* Attendance will be recorded via writing on a register.
* Employees must sign in at the start of the day and sign out at the end of the day & mentioning the time.
* Any missed register must be reported by the Reception Clerk to the Manager within the same day.

**3. Punctuality & Tardiness**

* Tardiness is defined as arriving after 07:00 am without prior approval.
* Three instances of tardiness in a month will trigger a discussion with TQTI Manager.
* Persistent lateness may lead to disciplinary action.

**4. Absence Reporting**

* Planned Leave:
  + Submit a leave request at least one working day in advance via the official leave form.
* Unplanned Absence (e.g., illness, emergency):
  + Notify your Colleague in the same department & TQTI Manager no later than 06:30 am on the day of absence.
  + Provide a valid reason and expected return date.
  + For sick leave exceeding 2 consecutive days, a medical certificate is required.

**5. Early Departure**

* Leaving before 04:00 pm requires prior approval from the manager.
* Unapproved early departures will be recorded as partial absence.

**6. Attendance Monitoring & Compliance**

* TQTI Manager will review attendance records monthly.
* Patterns of absenteeism, tardiness, or early departures will be addressed promptly.
* Disciplinary actions may include verbal warnings or email.

**7. Responsibilities**

Employees must:

* Arrive on time and be ready to work at 07:00 am.
* Accurately record attendance.
* Follow the absence reporting procedure.

Manager must:

* Approve or reject leave requests promptly.
* Monitor team attendance and address issues early.
* Ensure fairness and consistency in applying this procedure.

**8. Exceptions**

Any exceptions to this procedure must be approved in writing by TQTI Manager.



**Dr. Samir Al Bahrani**

**Manager of Institute Next Review 25 / June / 2026**

**25 / June / 2025**