

Crystal International School

Service Rules

Attendance Policy

- Recording of attendance shall be compulsory every time, whenever any employee enters or leaves the relevant premises.
- Attendance has to be entered in the Muster and Electronic attendance recording system.
- In case of mis-punch while entry or exit, mis-punch form needs to be approved.
- Calculation of Attendance and leave period for monthly salary purposes would be 1st to 31st of a particular month.

LATE COMING:

- Staff reporting for duty after the scheduled time will be considered as latecomer.
- All staff has to punch in while coming and punch out while going.
- Late coming is permissible for upto 30 minutes once in a month.
- Beyond 30 mins will be considered as half day

CASUAL LEAVE:

- Employee is entitled to use Casual Leave from date of joining on pro rata basis.
- Casual Leave cannot be Prefixed **AND** Suffixed to Weekly Off/ Public Holiday.
- Half day will be considered as 4 hours. Minimum working to avail half day will be 04 hours.
- 3 casual leaves can be availed in a month.
- Balance casual leave will lapse at end of March each year.

GENERAL leave rules:-

- Leave should be informed well in advance.
- In the absence of any communication about the leave, it will be considered as 'Absent and it will be treated as LWP.
- A written approval from the concerned Section Head/Supervisor is compulsory for late coming.

- It is mandatory to attend the last day before vacation or the first day after vacation, otherwise vacation period will be considered as Leave days.
- In case prefix **AND** suffix are not attended then any Sunday / public holiday / any holiday will be counted as leave.
- Relevant forms like should be filled before the last working day of the month .
- Year for the purpose of leave benefits, calculation etc. shall be from 1st April to 31st March.
- Decision to grant or to refuse sanction of Leave is at the sole discretion of the sanctioning authority.
- All types of leave shall be sanctioned by Departmental Head / Reporting Authority.

Confirmation of Services:

- ❖ All new entrants shall be on probation according to the table from the date of joining
- ❖ The services of a probationer shall be confirmed in writing upon successful completion of probation period.
- ❖ Principal will do the performance evaluation of the respective candidates during their prescribed probation period and give the recommendation for Confirmation (or Extension as the case may be) of their services with appropriate rating as per the evaluation form.
- ❖ The services of a probationer shall be extended /terminated if his/her performance is not found satisfactory, in spite of the support/mentoring provided during the probation period. Exit and Notice period
- Clear working days would be counted as notice period.
- DO NOTE that Sundays and Public Holidays will be counted as notice period.

Employee type	Duration of probation
Teaching Staff	01 years
Non-teaching staff	01 year

- Vacation will not be calculated for the notice period.
- Resignations by way of verbal communication, SMS, WhatsApp or any instant messaging communication etc. will not be entertained for this purpose. Only written communication by application or email on the official id will be considered as a valid resignation.
- In case the teacher leaves during the academic year, he/she has to give 3 months notice period.
- In case the teacher leaves at the end of academic year, he/she has to give 01 month notice period.
- Full & Final settlement of the staff would be considered "As applicable" only when the complete notice period is served, and pending work is handed over satisfactorily.

Notice Period Specified for designations at the Time of Resignation:

- Teacher/ Supervisor : 90 Clear Working Days
- Non-teaching staff : 30 Clear Working Days

Notice Pay Computation:

- The computation of Notice period payment/ recovery of a staff will be done on the Monthly Gross salary.

ID cards

- It is mandatory for all staff members to wear their ID cards at all time during working hours.
- In case any staff loses/ misplaced her ID card, the admin department should be informed, and new card shall be issued.
- Actual cost of the replaced card shall be recovered from the individual.
- When the staff gets relived from services of the school, ID card shall be returned to admin department

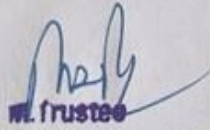
Dress code:

- Female dress code : Indian Traditional (saree/Salwar Suit with Dupatta)
 - The attire should not be sleeveless or low neck
 - Dupatta is mandatory as a part of the dress code for all female employees
 - The attire should not be sleeveless or low neck. Can wear straight not flared pants but covering ankles
 - Kurta side slit should not be high and should cover the hip portion.
 - Palazzo should be narrow – normal width.
- For Male: Formal Wear of trousers and light-colored shirts). However, Non-teaching staff can wear Semi- formal clothing during vacations (unless there is a school events/exam etc.)

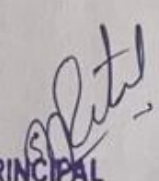
School decorum:

- Hair must be well groomed, clean and tidy at all times. A neat, pulled back ponytail or properly pinned hair is the preferred hair style for female employee Makeup should be kept at minimal and naturally subtle.
- All clothing should be clean, ironed and in good shape. Desist from opting for clothes that display discernible tears, rips or holes, even if it is the current fashion.
- Work clothes should be professional, which means that it should not be too revealing or casual.
- We allow female staff to wear jewelry, but keep it to minimal.
- Any type of visible tattoos should be covered when possible and practical.
- In case of any violation of dress code policy, the employee will be asked not to wear the inappropriate item to work again.

- If the dress code policy is violated again, the employee may be sent home to change clothes and will receive a verbal warning. All other policies about attendance and leave will apply. Progressive disciplinary action will be applied if dress code violations continue.
- No Hitting, shouting or scolding children.
- Maintaining punctuality as per School timings & avoiding late coming at workplace.
- Maintaining appropriate standards of behavior and Dress code
- Saving energy and electricity expense by switching off the lights/fans/computers, when not in use
- Restricting personal activities like personal phone callings, WhatsApp, chatting, SMS etc. during School hours.
- Avoiding Gossips and Loud voice as it disturbs the working of other colleagues and spoils the culture of the organization.
- Keeping Mobiles on Vibrant/Silent mode. Mobiles should not be taken to the classrooms.
- Marketing personal services/products is strictly prohibited in the school premises and during School timings.
- Observing Traffic rules


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PRINCIPAL

CRYSTAL INTERNATIONAL SCHOOL
At-Mota Sonela, Ta-Lunawada
Dist-Mahisaga