



EIST Staff Absence Policy 2025-2026

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| Revised Date: | April 2025 |
| Next Review Due: | April 2026 |
| Policy Reference Number: | EIST 2026 SAP Ver.1 |

1. Purpose and Scope

This policy outlines the expectations and procedures regarding staff absence to ensure consistency, accountability, and the smooth operation of teaching and learning across the school.

It applies to all staff at the English International School of Tunis (EIST), covering:

- Planned and unplanned absences
- Short- and long-term medical leave
- Emergency absences
- Substitution and cover protocols

2. Objectives

- To ensure good standards of practice
- To encourage consistent and responsible staff attendance
- To clarify the responsibilities of staff and leadership
- To maintain high standards of teaching continuity through clear cover procedures

3. Reporting an Absence

If a staff member is unable to attend work:

- Contact the HR Manager and the Head of Section

Note: Failure to email by the required time (unless in an emergency) may result

Substitution Work:

- Must be submitted **with the absence email**
- Should clearly explain the lesson plan and any required resources

4. Cover Procedure

- Daily substitution schedules are shared **by 7: 20am**
- Staff are responsible for checking the daily cover email
- You must be punctual and attend all assigned substitution lessons
- Deliver the provided lesson materials actively and with full engagement

5. In-School Illness Procedure

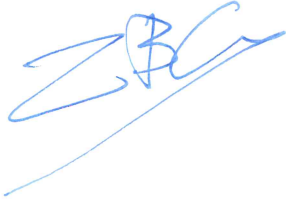
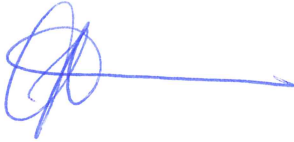
If a staff member becomes unwell during the school day:

- Report to the **School Nurse** for medical assessment
- If leave is necessary, it must be **approved by an EIST Leadership Team** member

6. Positive Attendance

Consistent and reliable attendance is an expected professional standard at the English International School of Tunis. While there are currently no formal rewards in place, all staff are encouraged to maintain strong attendance as part of their commitment to the school community



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| CEO | Head of Education |
| Mr Zied Ben Ghorbel | Ms Jacqueline Johnson |
| Date: | Date: |
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