

The American University of Kurdistan
Time and Attendance Policy

III. POLICY STATEMENT

The Time & Attendance Policy complies with the minimum requirements as set by Iraqi Labor Law.

IV. WORKING HOURS

Working hours for administration and staff

The following apply:

Employees are required to maintain a work schedule based on the standard of 40 hours –

Type of Warning	Offense
First Verbal Warning	After 3 lates, receives a verbal warning from their supervisor copying HR.
Second Verbal Warning	At total 5 lates, receives final verbal warning from supervisor copying HR.
First Written Warning	At 6 lates, receives first formal email from supervisor copying HR.
Second Written Warning	At 10 total lates, receives second formal email from supervisor copying HR.
Final Written Warning	After 11 lates, receives final formal email from supervisor copying HR.
Downgrading	After 12 lates, supervisor and HR submit to respective VP or President a recommendation on salary cut.

VI. POLICY HISTORY

- a. Approved by: Board of Trustees
- b. Adopted: June 6, 2022