



# Dubai International Private School Garhoud

## Retention Policy 2023-2024

### *DIPS Vision:*

*DIPS, in partnership with parents and community, strives to ensure all students are digitally literate, lifelong learners, productive citizens, and nurture their well-being in an inclusive learning environment.*

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Each year before the expiry of a contract, the school requires each employee to give at least 60 days' notice if they do not plan to renew their contract. During that period, we must allow the Human Resources Department to conduct an exit interview to determine the reasons the employee is resigning.

- If the reason is because of better pay, we may make a counteroffer if the talent \employee is a valuable asset, not easy to be replaced. The following attributes constitute a valuable asset:
- The employee has maintained an outstanding attendance record.
- The employee has consistently received outstanding evaluation from their department head.
- The employee possesses a skill that is rare and difficult to recruit for without incurring a lot of expenses such as “cost of recruitment, relocation cost, and any others associated with hiring highly skilled talent”

We would require that they present a copy of the written offer, and we should counter-offer. All factors remaining the same; the offer includes everything that we offer such as housing, transportation, medical, annual flights, and utility coverage. We will analyze the entire offer if it shows that we are already offering more in benefits, but maybe not the salary itself. We will prove to our employee how the benefits outweigh the monetary offer.

For example,

Using a side by side comparison of benefit, we may be able to show our employee how it is not beneficial for them to leave, with all things considered.

If they need to leave for other reasons for issues beyond their control, we may offer them the opportunity to take a long- term leave of absence and return when the issues have been resolved.

In any case, an exit interview will help us understand the reason for losing a valuable employee and we will use it to modify our Employee Manual, and other policies as necessary.