

Probation Policy

REF NO.	LEAD/ADMN/GPOL/OO3	REVISION NO.	R3	13 NOV 2019
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1. PREAMBLE

The probationary period allows time for the new employee to adapt to the role.

2. APPLICABILITY

This policy is applicable to all new staff joining at LEAD institution.

3. OBJECTIVES

The aims of this policy is to ensure the new staff to know what is expected from them during their probationary period and they are provided with guidance to perform their job effectively. During this period they will know the working nature of job, the culture, whether they can adapt to this culture etc.

4. LEAD Probation Policy

The new faculty will be on probation for a period of one/two year/s from the date of joining, of the two years of contract. The management may, at its discretion, decide to extend or reduce the period of probation based on the performance. Until new faculty are intimated in writing regarding their confirmation, shall continue to be on probation.

1. All new staff will initially be on a probation period. It shall be of 12/24 months.
2. At the end of probation period and on the basis of a final report on their performance, the management will decide on the confirmation or termination of the probationer.
3. Expertise/experience/competence of the staff and the reason for waiving probation should be documented.
4. Notwithstanding the above the management reserves the right to terminate an employee at any time during the probation period with due discretion.

I Prepared & Issued by:	Approved by:
Mrs. Yasmin Samad, Administrator	Dr. Thomas George K., Director
	