

# Attendance Accountability Policy

## Purpose

The purpose of this policy is to outline the expectations for attendance, procedures for reporting absences, and guidelines for addressing unexcused absences to ensure accountability among all members of the organization.

## Scope

This policy applies to all staff, employees, and team members within the organization.

## Policy Guidelines

- All members are expected to maintain regular, punctual attendance for all scheduled workdays and meetings.
- Absences should be reported to the immediate supervisor as early as possible, preferably before the scheduled start time.
- Acceptable reasons for absence include illness, family emergency, or pre-approved personal time.
- Absences for non-approved reasons will be considered unexcused.

## Procedure

1. If unable to attend, notify your supervisor by phone or email prior to your shift.
2. Submit appropriate documentation for absences lasting more than two days (e.g., doctor's note).
3. Supervisors will monitor attendance records and follow up on persistent absences.

## Accountability & Consequences

- Three unexcused absences within a 30-day period may result in a written warning.
- Continued attendance issues may lead to further disciplinary actions up to and including termination.
- Exceptional attendance may be recognized as part of performance evaluations.

## Review

This policy will be reviewed annually and may be updated as necessary.