

Business Attendance Guidelines

1. Purpose

This document provides clear guidelines regarding attendance expectations for all employees. These standards ensure the smooth operation of the business and promote responsibility and punctuality within the team.

2. Scope

These guidelines apply to all employees of [Company Name] regardless of employment status or position.

3. Attendance Expectations

- Employees are expected to be present and ready to work at their scheduled start time.
- Regular attendance and punctuality are essential functions of every position.
- Excessive absences or lateness may result in disciplinary action.

4. Absence Notification

1. Notify the supervisor as soon as possible before the scheduled start time.
2. Provide the reason for the absence or lateness.
3. Follow any departmental procedures for reporting an absence.

5. Types of Absences

- **Excused Absences:** Approved by supervisor with valid reason (e.g., illness, family emergency, pre-approved leave).
- **Unexcused Absences:** Absence without proper notification or approval.
- **Tardiness:** Arriving after the scheduled start time.

6. Recording Attendance

All employees must accurately record their hours worked in the designated system or method implemented by the company.

7. Consequences of Non-Compliance

- Verbal or written warning
- Suspension or additional disciplinary action
- Possible termination of employment for repeated violations

8. Review and Updates

This guideline will be reviewed annually and updated as necessary to ensure its effectiveness and compliance with applicable laws.

Document Control

Version: 1.0

Last Reviewed: [Date]

Approved by: [Name/Position]

