

Company Absenteeism Policy Draft

1. Purpose

This Absenteeism Policy outlines the expectations and procedures regarding employee attendance to ensure operational continuity and fairness across the organization.

2. Scope

This policy applies to all employees of [Company Name], including full-time, part-time, and temporary staff.

3. Definitions

- **Absenteeism:** Any failure to report for work or to remain at work as scheduled, regardless of the reason.
- **Unscheduled Absence:** An absence not previously approved by a supervisor.
- **Excused Absence:** Absence for a reason deemed acceptable by the company, with proper notification and documentation.
- **Unexcused Absence:** Absence without valid reason, notification, or approval.

4. Policy

1. Employees are expected to be present and ready to work during all scheduled work hours.
2. All absences should be reported to the direct supervisor as soon as possible, preferably before the start of the workday.
3. Repeated or prolonged unscheduled absences may lead to progressive disciplinary action.
4. Documentation (such as medical certificates) may be required for absences of more than two consecutive days.
5. Attendance records will be monitored regularly by management.

5. Procedures

1. Notify your supervisor of your absence as soon as possible, stating the reason and expected date of return.
2. If absent for more than two days, provide necessary documentation on return.
3. Supervisors are to document all instances of absenteeism and report repeated cases to HR.

6. Consequences of Non-Compliance

Non-compliance with this policy may result in disciplinary action up to and including termination of employment.

7. Review

This policy will be reviewed annually and updated as necessary to ensure compliance with company goals and applicable laws.

[End of Draft]