

Employee Attendance Policy Form

Employee Information

Name

Employee ID

Department

Attendance Policy Acknowledgment

I acknowledge that I have received, read, and understand the company's Employee Attendance Policy. I agree to adhere to the standards and processes outlined in the policy, including reporting absences and tardiness according to company procedures.

Attendance Record (Sample)

Date	Status (Present/Absent/Late)	Reason (if Absent/Late)	Supervisor Initials
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Employee Comments

Employee Signature

Date

Supervisor Signature

Date