

Office Attendance Standards Template

1. Purpose

The purpose of this document is to outline the attendance standards expected from all employees in the office environment.

2. Scope

This standard applies to all employees working in the office, regardless of position or department.

3. Attendance Expectations

- Employees are expected to arrive on time and be present throughout scheduled working hours.
- Prompt notification is required for lateness or absence.
- Authorized leave should be requested in advance and approved by supervisors.

4. Work Schedule

Day	Start Time	End Time	Break
Monday - Friday	09:00 AM	06:00 PM	1 hour lunch

5. Absence Reporting Procedure

1. Inform supervisor as soon as possible (preferably before shift starts).
2. State reason for absence and expected return date.
3. Submit any required documentation as per HR policies.

6. Consequences of Non-Compliance

- Verbal or written warnings
- Deduction of pay for unauthorized absences
- Further disciplinary action for repeated violations

7. Review and Acknowledgement

Employees are required to review and acknowledge understanding of this attendance standard.

Employee Name: _____

Signature: _____

Date: ____ / ____ / ____