

# Staff Attendance Expectations Outline

This document serves as a guide to outline the attendance expectations for all staff members. Adhering to these guidelines ensures a professional and productive work environment.

## 1. General Attendance Policy

- All staff are expected to be present during their scheduled shifts.
- Punctuality is required for all workdays, meetings, and training sessions.

## 2. Absence Reporting Procedure

1. Notify your supervisor as soon as possible in case of absence.
2. Report absence following the standard communication method (e.g., email, phone call).
3. Provide a reason and expected return date where possible.

## 3. Tardiness

- Staff are expected to arrive on time for their shifts.
- Repeated tardiness may result in disciplinary action as outlined in company policy.

## 4. Documentation Requirements

- In cases of extended absence, appropriate documentation may be required (e.g., doctor's note).
- Submit documents to HR within the specified timeframe.

## 5. Consequences of Non-Compliance

- Unapproved absences and repeated tardiness may lead to corrective action.
- Serious or frequent violations may result in further disciplinary actions, up to and including termination.

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Please direct any questions regarding these expectations to your supervisor or Human Resources.