

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., doctorâ€™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.

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