

# Workplace Attendance Policy Template

## 1. Purpose

This policy outlines the expectations, requirements, and procedures regarding attendance for all employees. Punctual and regular attendance is essential to facilitate smooth operations and achieve organizational objectives.

## 2. Scope

This policy applies to all employees of [Company Name], regardless of employment status.

## 3. Attendance Expectations

- Employees are expected to report to work on time and remain at work during their scheduled hours.
- All planned absences must be approved in advance by the employee's supervisor.
- Unplanned absences due to illness or emergencies must be reported as early as possible, following department procedures.

## 4. Absence Notification Procedure

1. Notify your supervisor or manager by phone/email at least [number] hours before your shift starts.
2. State the reason for your absence and the expected duration.

## 5. Types of Absences

- **Excused Absences:** Approved leave, jury duty, family and medical leave, etc.
- **Unexcused Absences:** Absences without prior notice or valid reason, subject to disciplinary measures.

## 6. Tardiness

- Employees are expected to arrive at work on time. Frequently arriving late may result in corrective action.
- Late arrivals should be communicated to the supervisor as soon as possible.

## 7. Consequences of Excessive Absenteeism or Tardiness

- Verbal warning
- Written warning
- Suspension
- Termination of employment

Actions will be taken according to the severity and frequency of the violation.

## 8. Recordkeeping

Attendance records will be maintained by the Human Resources department and may be reviewed periodically.

## **9. Contact**

For questions regarding this policy, please contact [HR contact information or department].