

Workplace Time and Attendance Policy

1. Purpose

This document outlines the expectations, procedures, and responsibilities related to employee time and attendance to ensure consistency, transparency, and accountability in the workplace.

2. Scope

This policy applies to all employees of the Company, regardless of position or employment status, unless otherwise specified in employment contracts.

3. General Policy

- Employees are expected to be present and ready to work at their designated start time.
- Punctuality and regular attendance are essential for efficient operations.
- Absences and lateness must be reported in accordance with the procedures below.

4. Attendance Procedures

1. **Reporting:** Employees must notify their immediate supervisor as early as possible, and no later than the start of their scheduled shift, if they are unable to attend work.
2. **Documentation:** Absences due to illness for more than three consecutive days may require a medical certificate.
3. **Timekeeping:** Employees must record their attendance through the approved timekeeping system.

5. Types of Absences

- **Authorized Absence:** Includes approved vacation, medical leave, and other forms of leave granted by management.
- **Unauthorized Absence:** Absence without prior approval or valid reason, subject to disciplinary action.

6. Consequences of Violations

- Repeated unexcused absences or chronic lateness may result in disciplinary action, up to and including termination of employment.
- Failure to follow reporting procedures may also result in corrective measures.

7. Policy Review

This policy will be reviewed periodically and updated as necessary to ensure ongoing relevance and compliance with applicable laws and company needs.

8. Acknowledgement

Employees are required to familiarize themselves with this policy and direct any questions to the Human Resources department.