

Employee Attendance Policy

1. Purpose

This Employee Attendance Policy aims to set clear expectations regarding attendance and punctuality for all employees. Reliable attendance is critical to the success of [Company Name] and ensures smooth operations and productivity.

2. Scope

This policy applies to all employees of [Company Name], including full-time, part-time, and temporary staff.

3. Policy Details

- Employees must report to work on time and as scheduled.
- Absences or tardiness must be reported to the supervisor as early as possible, preferably before the start of the shift.
- Unscheduled absences should be communicated according to the reporting procedures outlined below.
- Repeated tardiness or excessive absenteeism may result in disciplinary action, up to and including termination.

4. Reporting Procedures

- Notify the supervisor by [phone/email/other method] at least [X] hours before your scheduled start time.
- Provide the reason for your absence or lateness and the expected return date, if known.
- If absent for more than [X] consecutive days, additional documentation (such as a doctor's note) may be required.

5. Excused vs. Unexcused Absences

Excused Absences: Absences due to illness, approved leave, jury duty, bereavement, or other reasons approved by management.

Unexcused Absences: Absences not communicated or approved as outlined in this policy.

6. Attendance Records

Attendance will be tracked through [system/process]. Employees are responsible for accurately recording their time and reporting any discrepancies immediately.

7. Disciplinary Actions

Failure to comply with the attendance policy may result in disciplinary actions, including but not limited to verbal/written warnings, suspension, or termination.

8. Policy Review

This policy will be reviewed annually and may be updated as necessary. Employees will be notified of any changes.

Employee Acknowledgment

I acknowledge that I have read and understood the Employee Attendance Policy for [Company Name] and agree to adhere to its guidelines.

Employee Signature

Date