

# 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.

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Employee Signature

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Date