

# Basic Attendance Management Policy Draft

## Purpose

The purpose of this Attendance Management Policy is to set out guidelines and expectations regarding employee attendance, punctuality, and procedures for reporting absences. The policy seeks to ensure a fair and consistent approach in managing attendance across the organization.

## Scope

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

## Policy Statement

Regular attendance and punctuality are essential for the efficient operation of [Company Name]. Employees are expected to report to work as scheduled and notify their supervisor in case of absence or lateness.

## Attendance Expectations

1. Employees are required to arrive at work on time and remain at work for their scheduled hours.
2. Unscheduled absences must be reported as early as possible, preferably before the start of the shift.
3. Excessive or unauthorized absenteeism may lead to disciplinary action.

## Reporting Absences

1. Employees must notify their supervisor by [preferred communication method] at least [number] hours before their scheduled start time whenever possible.
2. Employees must provide the reason for their absence and an estimate of their expected return date.

## Punctuality

1. Employees are expected to report to work on time. Frequent lateness may result in disciplinary measures.
2. If delayed, employees should inform their supervisor as soon as possible.

## Documenting Attendance

- Attendance records will be maintained by [HR/Management/Department] and reviewed regularly.
- Employees may be required to complete attendance forms or use sign-in systems, as directed.

## Disciplinary Action

Failure to comply with the attendance policy may result in disciplinary action, up to and including termination of employment, in accordance with [Company Name]'s disciplinary procedures.

## Policy Review

This policy may be reviewed and amended at the discretion of management.

