

Company Attendance Policy Agreement

Company Name: _____

Effective Date: _____

Purpose

The purpose of this Attendance Policy is to set clear expectations regarding employee attendance, punctuality, and absence reporting to ensure smooth business operations and fairness for all team members.

Policy Details

- Employees are expected to arrive at work on time and begin work at their scheduled start time.
- All absences or late arrivals must be reported to the direct supervisor as soon as possible, preferably before the workday begins.
- Excessive, unreported, or unexcused absences and tardiness may result in disciplinary action, up to and including termination.
- In case of illness or emergency, notification should be provided as early as possible.
- Authorized leaves (such as vacation, medical, or personal leave) must be requested in advance in accordance with company procedures.

Disciplinary Action

- The company reserves the right to take appropriate disciplinary action for violations of the attendance policy.
- Progressive disciplinary actions may include verbal warnings, written warnings, suspension, or termination.

Policy Acknowledgement

By signing below, you acknowledge that you have read, understood, and agree to comply with the Company Attendance Policy as outlined above.

Employee Signature: _____

Date: _____

Manager Signature: _____

Date: _____