

# 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.

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Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Manager Signature: \_\_\_\_\_

Date: \_\_\_\_\_