

Corporate Attendance Policy Framework for Offices

1. Purpose

This Attendance Policy outlines expectations and guidelines regarding employee presence at work, punctuality, and attendance recording within the company.

2. Scope

This policy applies to all employees working in office locations, unless otherwise specified by contract or local law.

3. Attendance Expectations

- Employees are expected to report to work on time and follow assigned schedules.
- Planned absences must be communicated and approved in advance in accordance with company procedures.
- Unplanned absences (e.g., illness) must be reported to the supervisor as soon as possible.
- Any pattern of frequent tardiness or absence may result in corrective action.

4. Work Hours & Recording Attendance

- Standard office hours are specified in employment contracts or local guidelines.
- Attendance must be recorded daily through designated systems (e.g., time clock, digital attendance app).
- Alterations to work hours (e.g., flexible arrangements) must be documented and approved by management.

5. Leave Procedures

1. Submit leave requests in advance for planned absences.
2. Emergency leave should be communicated to the supervisor at the earliest opportunity.
3. Provide required documentation where applicable (e.g., medical certificate).

6. Consequences of Non-Compliance

- Non-adherence to the attendance policy may result in verbal warnings, written warnings, or further disciplinary action per company guidelines.
- Chronic absenteeism or tardiness may impact performance reviews and job security.

7. Policy Review & Amendments

This policy is subject to periodic review and may be amended as necessary. Employees will be notified of changes in a timely manner.