

Example Employee Absence Policy Sheet

1. Purpose

The purpose of this policy is to outline guidelines regarding employee absences, including acceptable reasons for absence and procedures for reporting and documenting time away from work.

2. Scope

This policy applies to all employees of [Company Name], including full-time and part-time staff.

3. Policy Details

Acceptable Reasons for Absence

- Personal illness or medical appointments
- Family emergencies
- Bereavement leave
- Paid time off (PTO)/vacation
- Jury duty
- Other approved absences as per company regulations

Reporting Absence

1. Employees must notify their immediate supervisor as soon as possible, preferably before the start of their shift.
2. Notification should include the reason for absence and the expected return date, if known.
3. If absence extends beyond one day, daily updates are required unless otherwise approved.

Documentation

- For absences exceeding three consecutive days, a medical certificate or supporting document may be required.
- HR may request additional documentation for recurring or extended absences.

Types of Leave and Allowances

Type of Leave	Allowance	Notes
Sick Leave	10 days per year	Medical certificate required for >3 days
Vacation/PTO	15 days per year	Advance approval required
Bereavement Leave	3 days per occurrence	
Jury Duty	As required	Official notification required

4. Disciplinary Action

Excessive or unreported absences may result in disciplinary actions up to and including termination, in accordance with company policy.

5. Policy Review

This policy will be reviewed annually and updated as needed.

Last updated: [Date]

Approved by: [Authorized Person]