

Generic Workplace Attendance Guidelines

1. Purpose

This document establishes expectations for attendance and outlines procedures for reporting absences, in order to maintain operational efficiency and ensure fairness across all staff.

2. Scope

These guidelines apply to all employees, regardless of position or department, unless otherwise specified in employment contracts or collective agreements.

3. Attendance Expectations

- Employees are expected to arrive at work on time and stay for the duration of their scheduled shifts.
- Attendance includes timely arrival from breaks and meetings.
- Persistent lateness or absences may result in disciplinary action.

4. Absence Reporting Procedure

1. Notify your direct supervisor as soon as possible, preferably before your scheduled start time.
2. Provide the reason for your absence and the expected return date when known.
3. Use the approved method of reporting (e.g., phone call, email, HR system).

5. Types of Absences

Type	Description
Planned Absence	Leave arranged in advance (vacation, medical appointments, etc.)
Unplanned Absence	Unexpected leave due to illness or emergency
Authorized Leave	Absence approved by supervisor or HR
Unauthorized Leave	Absence without notice or valid reason

6. Consequences of Non-Compliance

- Verbal or written warnings for repeated violations
- Potential for suspension or termination for ongoing issues

7. Support and Accommodations

Employees needing attendance accommodations for medical or personal reasons should contact HR to discuss options confidentially.

8. Review

These guidelines will be reviewed annually and updated as necessary.
