

Human Resource Attendance Rules Template

1. Purpose

This document outlines the attendance rules and standards for all employees to ensure efficient business operations and fairness in the workplace.

2. Scope

These attendance rules apply to all employees of [Company Name], regardless of position or employment type (full-time, part-time, or temporary).

3. Attendance Policy

- Employees are expected to be present and ready to work at their scheduled start time.
- Absence without prior notification is considered unexcused.
- Habitual lateness or absenteeism may result in disciplinary action.
- Employees must notify their supervisor of any absence or late arrival at the earliest possible opportunity.

4. Working Hours

Day	Start Time	End Time	Break
Monday - Friday	09:00	18:00	1 Hour (unpaid)
Saturday - Sunday	Off		

5. Reporting Absences

- Employees must inform their supervisor or HR by phone or email before their scheduled start time.
- In case of extended absence, supporting documentation (e.g., medical certificate) may be required.

6. Tardiness Policy

- Lateness up to 15 minutes shall be considered a minor tardy and must be reported.
- Repeated tardiness may lead to formal warnings or disciplinary action.
- Excessive tardiness could affect performance evaluations.

7. Consequences of Non-Compliance

- Verbal Warning
- Written Warning
- Suspension
- Termination of Employment

8. Exceptions

Exceptions to this policy may be made at the discretion of management in cases of emergency or extenuating circumstances.

9. Acknowledgement

I acknowledge that I have read and understood the Human Resource Attendance Rules.

Employee Name

Signature

Date
