

Sample Employee Attendance Policy Outline

1. Purpose

To clarify the expectations and procedures regarding employee attendance and punctuality.

2. Scope

This policy applies to all employees.

3. Policy Statement

Employees are expected to attend work regularly and arrive on time. Unscheduled absences and habitual tardiness disrupt workflow and impact productivity.

4. Definitions

- **Absence:** Failure to report for scheduled work.
- **Tardiness:** Arrival after the scheduled start time.
- **Early Departure:** Leaving work before the scheduled end time without prior approval.

5. Procedures

1. **Reporting Absences:**
 - Notify your supervisor as early as possible, preferably before the start of your shift.
 - Provide the reason and estimated duration of absence.
2. **Documentation:**
 - Medical or other documentation may be required for extended absences.
3. **Recording Attendance:**
 - Use designated time tracking systems to record attendance.

6. Leave of Absence

- Request leaves in advance whenever possible.
- Refer to the Leave Policy for details on types of leave available.

7. Disciplinary Actions

- Unexcused absences, excessive tardiness, or patterns of absenteeism may result in disciplinary action, up to and including termination.

8. Exceptions

- Exceptions may be granted at management's discretion for extenuating circumstances.

9. Policy Review

- This policy will be reviewed periodically and updated as necessary.