

Staff Attendance Policy Acknowledgement Form

Name

Staff ID

Department

Attendance Policy (Sample)

- Staff must be present and ready to work by their scheduled start time.
- Absences must be reported to the supervisor prior to the start of the shift.
- Three (3) or more unexcused absences in a month may result in disciplinary actions.
- Repeated lateness will be monitored and may be addressed according to company policy.
- Medical or personal leave requests should be submitted with appropriate documentation where possible.

I acknowledge that I have read and understood the above attendance policy.

Comments or Questions (optional)

Date