

Standard Staff Time and Attendance Policy

1. Policy Statement

This policy defines the requirements and expectations for staff attendance and punctuality to ensure efficient and effective operations.

2. Scope

This policy applies to all staff members employed at [Company Name].

3. Work Hours

Standard work hours are from 9:00 AM to 5:00 PM, Monday to Friday, unless otherwise agreed upon in writing.

4. Attendance Expectations

- Employees are expected to arrive on time and be present for the full duration of their scheduled shifts.
- Attendance records will be monitored regularly.
- Frequent lateness and absenteeism may lead to disciplinary action.

5. Reporting Absences

- Staff must notify their supervisor as soon as possible if they will be late or absent, preferably before the start of their shift.
- Unreported absence of more than two days may be considered job abandonment.

6. Timekeeping Procedures

- Employees must accurately record their work hours using the designated timekeeping system.
- Falsification of time records is a violation of this policy and will result in disciplinary action.

7. Leave Requests

- All leave requests must be submitted in advance for approval, except in emergency situations.
- Documentation may be required for certain types of leave.

8. Non-Compliance

- Failure to comply with this policy may result in corrective measures, up to and including termination of employment.

9. Policy Review

This policy will be reviewed annually and updated as needed.

Effective Date: [Insert Date]

Approved By: [Insert Approving Authority]