

# Structured Work Attendance Policy

## 1. Policy Purpose

This policy provides guidelines on work attendance expectations, reporting procedures for absences or lateness, and the management of attendance related issues.

## 2. Scope

This policy applies to all employees of [Company Name], regardless of position or employment type.

## 3. Attendance Expectations

- Employees are expected to be present during scheduled working hours.
- Punctuality and regular attendance are essential job requirements.
- Any absence or delay should be communicated as per reporting procedures.

## 4. Reporting Absence or Lateness

- Notify the direct supervisor as early as possible, ideally at least 1 hour before shift start.
- Provide the reason for absence or delay, and estimated return time when possible.
- Use the official communication channel (email or HR platform) for attendance reporting.

## 5. Types of Absence

- Planned Absence:** e.g. vacation, medical appointments, must be approved in advance.
- Unplanned Absence:** e.g. sickness, emergency, notify supervisor as soon as possible.
- Lateness:** Arriving after scheduled start time, report and explain cause to the manager.

## 6. Excessive Absenteeism & Disciplinary Action

- Patterns of repeated absence, lateness or not following procedures may lead to disciplinary measures.
- Progressive actions include verbal warning, written warning, and further HR action as necessary.

## 7. Exceptional Circumstances

Cases such as bereavement, jury duty, or extraordinary personal circumstances will be managed with discretion and in accordance with relevant laws and company guidelines.

## 8. Policy Review

This policy will be reviewed annually by the HR department and may be updated as necessary.

## 9. Acknowledgement

Employees are required to read and understand this policy. Compliance is a condition of continued employment.