

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

1. Notify the direct supervisor as early as possible, ideally at least 1 hour before shift start.
2. Provide the reason for absence or delay, and estimated return time when possible.
3. 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.