

Absenteeism Policy

1. Purpose

State the objective of the absenteeism policy, such as outlining expectations for employee attendance and ensuring business continuity.

2. Scope

Describe who the policy applies to (e.g., all employees, full-time and part-time staff).

3. Policy Statement

Provide a brief overview of the company's stance on absenteeism and the importance of regular attendance.

4. Definitions

- **Absenteeism:** Define the term and distinguish between excused and unexcused absences.
- **Tardiness:** Define arriving late or leaving early as it pertains to the policy.

5. Procedures

1. Notification process for absences (e.g., who to notify, how, and by when).
2. Documentation requirements for absences (e.g., doctor's note for sick leave).

6. Unscheduled Absences

Outline what constitutes an unscheduled absence and procedures to follow.

7. Repeated Absenteeism

Describe thresholds for excessive absenteeism and actions that may be taken.

8. Disciplinary Action

List possible disciplinary measures for violating the absenteeism policy.

9. Responsibilities

- Employee responsibilities (e.g., reporting absences, providing documentation).
- Manager responsibilities (e.g., monitoring attendance, communicating policies).

10. Policy Review

Indicate how often the policy will be reviewed and updated.

11. Contacts

Provide contact information for questions regarding the policy.