

Attendance Expectations Policy Framework

1. Purpose

This framework outlines the attendance expectations for all staff, establishing clear guidelines for reporting, recording, and addressing absences and tardiness.

2. Scope

This policy applies to all employees at [Organization Name].

3. General Expectations

- Employees are expected to attend work during scheduled hours.
- Absences and lateness should be kept to a minimum.
- Employees must adhere to departmental schedules.

4. Reporting Absences

1. Notify your supervisor as early as possible before the start of the shift.
2. Provide the reason for the absence and expected duration.
3. Follow designated channels for absence notification (e.g., phone, email).

5. Recording Attendance

- Supervisors are responsible for accurately recording attendance.
- Employees may be required to sign in and out.

6. Unplanned Absences

- Unplanned absences should be reported immediately.
- Documentation may be requested for absences due to illness.

7. Excessive Absence or Tardiness

- Patterns of frequent absences or lateness will be reviewed.
- Corrective action may be taken as outlined in the disciplinary procedure.

8. Exceptions

- Approved leaves and statutory holidays are not considered absences.
- Requests for time-off should follow the organization's procedures.

9. Review and Updates

This framework will be reviewed annually and updated as needed to ensure its effectiveness and compliance with legal requirements.

Approved by: _____

Date: _____