

Attendance Monitoring Policy Outline

1. Purpose

Outline the objectives of attendance monitoring, ensuring consistent participation and compliance with organizational standards.

2. Scope

State to whom this policy applies (e.g., all employees, students, specific departments).

3. Attendance Expectations

- Define standards for punctuality and presence.
- Outline required working hours or class attendance.
- Clarify acceptable reasons for absences.

4. Attendance Recording Procedures

- Describe the method for checking in/out (manual, digital, etc.).
- State frequency of attendance monitoring (daily, per session).
- Include responsibilities for accurate record-keeping.

5. Reporting Absences

- Describe the process for notifying supervisors or administrators.
- Specify required documentation (e.g., medical certificate).

6. Absenteeism and Tardiness Management

- Define thresholds for excessive absences or lateness.
- Detail progressive disciplinary measures.

7. Confidentiality & Data Protection

- Outline procedures for securing attendance records.
- State access restrictions for sensitive attendance information.

8. Review and Policy Updates

- Indicate frequency of policy review.
- Describe update notification procedures.