

# Employee Attendance Guidelines Framework

## 1. Purpose

This framework outlines the guidelines for employee attendance to ensure clarity and consistency across the organization.

## 2. Scope

These guidelines apply to all employees, regardless of role or employment type, unless otherwise specified in individual contracts.

## 3. Attendance Expectations

- Employees are expected to be present during official working hours.
- Tardiness or early departure should be minimized and, where possible, communicated in advance.
- Absences must be reported following the procedures outlined below.

## 4. Acceptable Absences

1. Sick Leave
2. Personal Leave
3. Vacation / Annual Leave
4. Family or Emergency Leave

## 5. Reporting Procedure

1. Notify your supervisor as early as possible before the start of your shift.
2. Provide the reason for absence or lateness.
3. Submit supporting documentation if required.

## 6. Attendance Records

Attendance will be recorded daily. An overview of attendance status categories is provided below:

Status	Description
Present	Employee is on-site or working remotely as scheduled.
Absent (Excused)	Absence is approved, such as sick or vacation leave.
Absent (Unexcused)	Absence without prior approval or valid reason.
Late	Employee arrives after the scheduled start time.
Left Early	Employee leaves before the scheduled end time.

## 7. Consequences of Non-Compliance

- Repeated violations may result in disciplinary action.
- Continued infraction could impact performance reviews.
- Severe or continued disregard may lead to termination.

## **8. Review and Updates**

These guidelines are subject to annual review and may be updated as needed.

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Last Reviewed: [Insert Date]