

# Simple Attendance Standards Policy Outline

## 1. Purpose

This policy establishes clear attendance standards to ensure employees maintain reliable and consistent presence at work.

## 2. Scope

Applies to all employees within the organization.

## 3. Attendance Expectations

1. Employees are expected to report to work on time, as scheduled.
2. Absences must be reported to the supervisor as soon as possible.
3. Excessive absenteeism and tardiness may result in disciplinary action.

## 4. Notification Procedure

1. Employees should notify their supervisor within one hour of their scheduled start time if they will be absent or late.
2. Notification should include the reason and estimated time of arrival or expected return date.

## 5. Excused vs. Unexcused Absences

- **Excused:** Absences reported and approved in advance or accompanied by acceptable documentation (e.g., medical note).
- **Unexcused:** Absences without notification or valid reason.

## 6. Disciplinary Actions

1. Verbal warning upon first infraction.
2. Written warning for repeated offenses.
3. Further disciplinary action or termination for continued non-compliance.

## 7. Policy Review

This policy will be reviewed annually and updated as needed.