

Staff Time and Attendance Policy Template

1. Purpose

This policy outlines the expectations for staff attendance and timekeeping to ensure fairness, accountability, and accurate compensation.

2. Scope

This policy applies to all employees of [Company Name], including full-time, part-time, and contract staff, unless otherwise stated.

3. Attendance Expectations

- Employees are expected to arrive on time for their scheduled shifts.
- Regular attendance is essential for effective operations and teamwork.
- Employees must notify their supervisor as soon as possible if they are going to be late or absent.

4. Timekeeping Procedures

- All employees must accurately record their working hours using the designated timekeeping system.
- Time records must be submitted at the end of each pay period for payroll processing.
- Falsifying or tampering with time records is strictly prohibited and may result in disciplinary action.

5. Absence Reporting

- Unplanned absences should be reported to the direct supervisor as early as possible, preferably before the scheduled start time.
- Planned absences (e.g., vacation, medical appointments) should be requested in advance and approved by a supervisor.

6. Tardiness

- Employees are considered tardy if they arrive after their scheduled starting time.
- Excessive tardiness may lead to disciplinary consequences.

7. Disciplinary Action

- Failure to comply with this policy may result in progressive disciplinary action, up to and including termination.
- Management will review time and attendance records regularly to identify concerns or patterns.

8. Policy Review

This policy will be reviewed annually and updated as necessary by the Human Resources department or Management.

9. Acknowledgement

All employees are required to read and acknowledge this policy. For questions or clarifications, please contact

Human Resources.