

Company Absence Management Policy Blueprint

1. Purpose

This document outlines the framework for managing and recording employee absences, supporting company operations, fairness, and compliance with employment laws.

2. Scope

This policy applies to all employees, regardless of position or employment status.

3. Definitions

- **Absence:** Failure to attend scheduled work, including planned and unplanned time off.
- **Sick Leave:** Time off due to illness or injury.
- **Unauthorized Absence:** Absence without prior approval or sufficient justification.

4. Absence Types

- Annual Leave
- Sick Leave
- Personal Leave
- Maternity/Paternity Leave
- Bereavement Leave
- Unpaid Leave
- Other Leave (jury duty, public service, etc.)

5. Procedures

1. Employees must notify their manager as soon as possible regarding any absence.
2. Requests for planned absence must be submitted in advance via the approved system or form.
3. Medical certificates or appropriate documentation may be required for absences exceeding 2 days or as requested by management.
4. Management will review and approve or deny requests based on policy and operational needs.

6. Attendance Records

All absences will be recorded and monitored. Repeated unauthorized absences may result in disciplinary action.

7. Employee Responsibilities

- Comply with notification procedures.
- Submit required documentation promptly.
- Maintain honest and accurate communication regarding absences.

8. Management Responsibilities

- Monitor and record employee absences.
- Provide guidance on available leave types and entitlements.
- Maintain confidentiality and handle information sensitively.
- Apply the policy consistently.

9. Policy Review

This policy will be reviewed annually and updated as necessary.