

Employee Attendance Policy

Purpose

The purpose of this policy is to establish guidelines and expectations regarding employee attendance and punctuality. It aims to promote a culture of reliability, accountability, and respect for colleagues and the organization.

Policy Statement

[Company Name] expects all employees to maintain regular and punctual attendance, as it is essential for the smooth operation of our business. Unplanned and excessive absences can disrupt workflow, impact team morale, and affect the quality of our services/products.

Attendance Expectations

Regular Attendance: Employees are expected to be present and punctual for their scheduled shifts/work hours. Consistent and reliable attendance is a basic requirement of employment.

Notification of Absence: In the event of an absence, employees must notify their direct supervisor or the designated point of contact as soon as possible, preferably before the start of their shift.

Sick Leave: [Company Name] provides [insert number] paid sick days per year. These days are intended for personal illness or medical appointments. Employees are encouraged to use this time wisely and not abuse the sick leave policy.

Vacation/Personal Time: Vacation and personal time off requests should be submitted in advance and approved by the supervisor. [Company Name] aims to accommodate employee requests, but business needs may require some flexibility.

Late Arrivals/Early Departures: Employees who arrive late or need to leave early must notify their supervisor and make arrangements to ensure their work is covered. Repeated late arrivals or early departures may result in disciplinary action.

Attendance Monitoring and Consequences

Attendance Records: [Company Name] maintains accurate attendance records for all employees. These records are used to monitor attendance patterns and identify any potential issues.

Attendance Review: Supervisors will review attendance records regularly and address any concerns with the employee.

Corrective Action: If an employee's attendance becomes a concern, the supervisor will initiate a corrective action plan. This may include verbal warnings, written warnings, performance improvement plans, or, in severe cases, termination of employment.

Progressive Discipline: Attendance-related disciplinary actions will follow a progressive discipline approach, with consequences becoming more severe with each infraction.

Responsibilities

- **Employees:** Employees are responsible for adhering to this attendance policy, notifying their supervisor of any absences or tardiness, and maintaining accurate time records.
- **Supervisors:** Supervisors are responsible for monitoring employee attendance, addressing attendance concerns with employees, and applying this policy consistently.
- **Human Resources:** Human Resources is responsible for administering this policy, providing guidance to supervisors and employees, and maintaining attendance records.

Policy Updates

This policy will be reviewed and updated periodically as needed. Employees will be notified of any changes.

Disclaimer

This policy is intended to provide general guidelines regarding employee attendance. It does not constitute an exhaustive list of all possible attendance-related issues or disciplinary actions. [Company Name] reserves the right to interpret and apply this policy at its discretion. This policy is subject to applicable federal, state, and local laws and regulations.