Company Attendance Policy

1. *Purpose*
This attendance policy outlines the expectations, guidelines, and procedures related to employee attendance at [Company Name].

The goal is to maintain a productive work environment while providing clear guidelines for attendance management.

2. *Scope*
This policy applies to all full-time and part-time employees across all departments and levels of the organization.

3. *Standard Work Hours*
- Standard work hours are from 9:00 AM to 5:00 PM, Monday through Friday
- Employees are expected to be at their workstation and ready to begin work at the start of their scheduled shift
- Flexible working arrangements may be available and must be pre-approved by management

4. *Attendance Expectations*
4.1 Regular Attendance
- Employees are expected to:
- Arrive on time for their scheduled shifts
- Communicate any anticipated absences or delays in advance
- Maintain consistent attendance as a fundamental job expectation
- Manage personal appointments and commitments outside of work hours when possible

4.2 *Punctuality*
- Arriving more than 10 minutes late is considered tardy
- Three unexcused tardies in a 90-day period may result in disciplinary action
- Consistent punctuality is a key performance indicator

5. *Absence Reporting*
5.1 Notification Procedures
For planned absences:
- Submit time-off requests at least 5 business days in advance
- Obtain manager approval before finalizing plans
For unexpected absences (illness, emergency):
- Notify direct supervisor by phone or email at least 2 hours before a scheduled shift
- Provide an estimated return date
- Follow up with required documentation if absence extends beyond one day

5.2 Types of Absences

1. Paid Time Off (PTO)
   - Accrued based on length of employment
   - Must be requested and approved in advance
   - Subject to departmental staffing needs

2. Sick Leave
   - Used for personal illness or immediate family medical care
   - Requires documentation for absences longer than 3 consecutive days
   - Can be used in half-day or full-day increments

3. Unpaid Leave
   - Considered only after exhaustion of paid leave options
   - Requires manager and HR approval
   - May impact benefits and continued employment

6. *Attendance Tracking*
   - Employees must accurately record all work hours
   - Time tracking is mandatory and completed through [System Name]
   - Failure to log hours may result in payroll complications

7. *Excessive Absence Policy*

7.1 Absence Threshold
   - More than 5 unexcused absences in a 6-month period
   - Consistent pattern of frequent, short-term absences
   - Unexplained or undocumented absences

7.2 Consequence Progression
1. Verbal warning
2. Written warning
3. Performance improvement plan
4. Potential termination

8. *Special Considerations*

Accommodations will be made for:
   - Medical conditions covered under ADA
   - Family and Medical Leave Act (FMLA) qualifications
   - Military service
   - Jury duty or legal summons

9. *Remote Work Attendance*
   - Remote employees must:
   - Be available during standard working hours
   - Respond to communications promptly
   - Maintain regular check-ins with team and manager
   - Follow same notification procedures as on-site employees

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10. **Policy Review and Updates**
- This policy will be reviewed annually
- Employees will be notified of any significant changes
- Individual departments may have additional, specific attendance guidelines

11. **Acknowledgment**

By continuing employment, employees acknowledge understanding and agreement to this attendance policy.

Policy Effective Date: [Insert Date]
Last Revised: [Insert Date]
Approved By: [Management Signature]