

Workplace Attendance Policy Guide

1. Purpose

This document establishes clear guidelines regarding workplace attendance. The goal is to promote a productive and reliable work environment by setting expectations for punctuality, presence, and reporting of absences.

2. Scope

This policy applies to all employees, contractors, and temporary staff of [Company Name].

3. Attendance Expectations

- Arrive on time for scheduled work hours.
- Remain at work during shift, except for authorized breaks.
- Notify your supervisor if you are running late or unable to attend.

4. Absence Reporting Procedure

- Notify your direct supervisor by phone or email as soon as possible but no later than **one hour** before the start of your shift.
- Provide the reason for your absence and an expected return date.
- Submit any required documentation (e.g., medical certificate) upon return, if applicable.

5. Types of Absences

Type	Description	Documentation Required
Sick Leave	Absence due to illness or medical appointments	Yes (if absent more than 2 days)
Personal Leave	Absence for personal matters, emergencies, or appointments	May be required
Unexcused Absence	Absence without notification or valid reason	No

6. Consequences of Non-Compliance

- Verbal Warning
- Written Warning
- Suspension
- Termination of Employment

7. Policy Review

This policy will be reviewed annually and updated as needed to ensure effectiveness and compliance with local labor laws.

8. Acknowledgment

By remaining employed at [Company Name], you acknowledge and agree to abide by the terms of this Workplace Attendance Policy.