

Workplace Attendance Policy

Document Number: _____

Effective Date: _____

Version: _____

Approved by: _____

1. Purpose

This Workplace Attendance Policy outlines expectations regarding employee attendance, absences, lateness, and the reporting procedures at [Company Name].

2. Scope

This policy applies to all employees of [Company Name] regardless of role, status, or location.

3. Policy Details

3.1 General Expectations

- Employees are expected to be present and prepared to work during scheduled hours.
- Regular and punctual attendance is a condition of continued employment.

3.2 Absence Notification

- Employees must notify their manager or supervisor as soon as possible if they are unable to attend work.
- Notice should be provided no less than [specify time, e.g., one hour] prior to the start of the shift, when possible.

3.3 Acceptable Reasons for Absence

1. Personal illness or injury
2. Family emergencies
3. Approved leave (e.g., vacation, bereavement, jury duty, etc.)
4. Other reasons approved by management

3.4 Documentation

- Employees may be required to provide supporting documentation for absences (e.g., medical certificate).

4. Lateness and Early Departure

- Repeated lateness or early departure without valid reason may result in disciplinary action.

5. Recording Attendance

- Employees must accurately record their attendance using the provided system (e.g., timesheet, clock-in system).

6. Consequences of Non-Compliance

- Unapproved absences or habitual lateness may result in progressive disciplinary action, up to and including termination of employment.

7. Roles and Responsibilities

Role	Responsibility
Employee	Attend work as scheduled, notify manager of absences, maintain accurate attendance records.
Supervisor/Manager	Monitor attendance, enforce policy, address attendance issues and maintain records.
HR	Support supervisors/managers, update policy, maintain employee attendance files.

8. Policy Review

This policy will be reviewed periodically and may be updated at the discretion of management.

[Company Name]

This is a sample document. Customize as needed for your organization.