

# Attendance Company Policy

## 1. Introduction

This comprehensive attendance policy outlines our company's expectations, procedures, and guidelines regarding employee attendance. Consistent attendance is crucial for maintaining productivity, fostering teamwork, and ensuring the smooth operation of our organization.

### 1.1 Purpose

The purpose of this policy is to:

- Establish clear attendance expectations for all employees
- Ensure fair and consistent treatment of attendance-related issues
- Promote a culture of reliability and accountability
- Maintain operational efficiency and productivity

### 1.2 Scope

This policy applies to all employees, regardless of position or employment status (full-time, part-time, temporary, or contract).

## 2. Attendance Expectations

### 2.1 Work Hours

Standard work hours are [insert company's standard hours, e.g., Monday to Friday, 9:00 AM to 5:00 PM]. Employees are expected to be present and ready to work during these hours, unless alternative arrangements have been approved.

### 2.2 Punctuality

Employees are expected to:

- Arrive at work on time and be ready to start their duties at the beginning of their scheduled shift
- Return from breaks and lunch periods promptly
- Remain at work until the end of their scheduled shift, unless authorized to leave early

## **2.3 Attendance Records**

The company will maintain accurate attendance records for all employees. These records may be used for performance evaluations, disciplinary actions, and compliance with labor laws.

# **3. Types of Absences**

## **3.1 Excused Absences**

Excused absences are those that have been approved in advance or are covered under company policies or applicable laws. Examples include:

- Vacation time (as per the company's vacation policy)
- Personal days (as per the company's personal day policy)
- Sick leave (as per the company's sick leave policy)
- Bereavement leave
- Jury duty
- Military leave
- Family and Medical Leave Act (FMLA) leave
- Other legally protected absences

## **3.2 Unexcused Absences**

Unexcused absences are those that have not been approved in advance or do not fall under company policies or applicable laws. Examples include:

- No-call, no-show incidents

- Tardiness
- Leaving work early without authorization
- Absences that exceed available paid time off or other leave entitlements

## **4. Reporting Procedures**

### **4.1 Notifying Absences**

Employees must follow these procedures when reporting an absence:

1. Contact your immediate supervisor or designated point of contact at least [insert time frame, e.g., 1 hour] before the start of your scheduled shift
2. Provide a reason for the absence and an expected return date
3. If the absence extends beyond the initial expected return date, provide daily updates unless otherwise arranged
4. For absences of three or more consecutive days due to illness, a doctor's note may be required

### **4.2 Planned Absences**

For planned absences (e.g., vacation, personal days), employees must:

1. Submit a request through the company's designated system or to their supervisor at least [insert time frame, e.g., two weeks] in advance
2. Obtain approval before making any non-refundable travel arrangements
3. Ensure proper coverage of duties during the absence

## **5. Excessive Absenteeism and Tardiness**

### **5.1 Defining Excessive Absenteeism**

Excessive absenteeism may be defined as:

- [Insert specific criteria, e.g., more than 5 unexcused absences in a 3-month period]
- A pattern of absences, such as frequently being absent on Mondays or Fridays
- Absences that significantly impact team productivity or project deadlines

## **5.2 Defining Excessive Tardiness**

Excessive tardiness may be defined as:

- [Insert specific criteria, e.g., being late more than 3 times in a month]
- Consistently arriving more than [insert time frame, e.g., 10 minutes] late
- A pattern of tardiness that disrupts team meetings or client interactions

## **5.3 Consequences of Excessive Absenteeism or Tardiness**

The following progressive disciplinary actions may be taken:

1. Verbal warning
2. Written warning
3. Performance improvement plan
4. Suspension
5. Termination of employment

Note: The company reserves the right to skip steps in the progressive disciplinary process depending on the severity and frequency of the attendance issues.

# **6. Accommodations and Flexibility**

## **6.1 Reasonable Accommodations**

The company will provide reasonable accommodations for employees with disabilities or medical conditions that affect their ability to adhere to the standard

attendance policy. Employees requiring accommodations should contact the Human Resources department.

## **6.2 Flexible Work Arrangements**

The company may offer flexible work arrangements, such as remote work or flexible hours, depending on the nature of the job and business needs. These arrangements must be approved in advance and documented.

## **7. Time Off and Leave Policies**

This attendance policy works in conjunction with the company's other time off and leave policies, including:

- Vacation Policy
- Sick Leave Policy
- Personal Day Policy
- Family and Medical Leave Policy
- Bereavement Leave Policy
- Military Leave Policy

Employees should refer to these specific policies for detailed information on eligibility, accrual, and usage of various types of leave.

## **8. Attendance Incentives**

To encourage excellent attendance, the company may implement incentive programs, such as:

- Additional paid time off for perfect attendance over a specified period
- Recognition in company newsletters or meetings
- Consideration for attendance records in performance evaluations and promotion decisions

## **9. Policy Enforcement**

This policy will be enforced consistently and fairly across all departments and levels of the organization. Managers and supervisors are responsible for monitoring attendance, addressing issues promptly, and escalating concerns to Human Resources when necessary.

## **10. Policy Review and Updates**

This attendance policy will be reviewed annually and updated as needed to ensure it remains relevant and compliant with applicable laws and regulations. Employees will be notified of any changes to the policy.

## **11. Employee Acknowledgment**

All employees are required to read, understand, and comply with this attendance policy. By continuing employment with the company, employees acknowledge their acceptance of this policy and its terms.

For any questions or concerns regarding this attendance policy, please contact the Human Resources department.

Last updated: [Insert date]