

Employee Attendance Policy Template

Purpose

Maintaining a reliable and punctual workforce is essential for smooth operations. Employees are expected to be present, on time, and fully engaged during working hours. Consistently arriving late, leaving early, or being absent without notice can disrupt workflow and affect colleagues. This policy sets clear expectations regarding attendance, ensuring fairness and accountability.

Who This Applies To

This policy applies to all employees unless specifically exempted by management.

For any questions or clarifications, please reach out to **[Policy Owner's Name]** at **[Contact Number]** or **[Email Address]**.

Attendance Guidelines

Clocking In & Out

- Employees must clock in and out at the start and end of their shifts.
- Any issues with clocking in or out should be reported to the manager immediately.
- If an employee arrives late, leaves early, or takes an unscheduled absence, they must regularize their attendance in the system with managerial approval. Failure to do so may result in a **Loss of Pay (LOP)**.

Tardiness & Early Departures

If an employee is late or leaves early frequently, the following applies:

Infraction	Consequence
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Late by 15-30 minutes (3 times/month)	½ day leave deduction
Late by more than 30 minutes (3 times/month)	1 full day leave deduction
Leaving early by 30 minutes to 1 hour (3 times/month)	½ day leave deduction
Leaving early by more than 1 hour (3 times/month)	1 full day leave deduction

A grace period of **5 minutes** is allowed at the start and end of shifts, as well as during breaks and lunch.

Absences & Notifications

- Employees must inform their manager at least **one hour before** their shift if they are unable to report to work.
- Leave requests must be submitted in advance, except in emergencies.
- If leave is not applied within a reasonable timeframe, **LOP will be applied** for the missed days.
- If an employee is absent for **three or more consecutive days**, they must provide supporting documentation (e.g., a doctor's note).
- **No call, no show for three consecutive days** may be considered job abandonment and could lead to termination.

Handling Loss of Pay (LOP)

If an LOP is applied but the manager determines it was unjustified, they can initiate an **LOP reversal** to restore the deducted pay in the next payroll cycle

Exceptions & Special Circumstances

Employees may request unpaid, excused absences for unavoidable situations such as:

- **Medical emergencies** (with supporting documents)

- **Jury duty or court appearances**
- **Bereavement leave** for a family member's passing
- **Childbirth or parental leave**
- **Accidents or other unforeseen emergencies**

Requests will be reviewed by management and HR on a **case-by-case basis**.

Disciplinary Actions For Attendance Violations

Repeated attendance issues will lead to disciplinary measures, which may include:

1. **Verbal warning** for minor infractions.
2. **Written warning** for repeated tardiness or absences.
3. **Suspension or LOP deductions** for continued non-compliance.
4. **Termination** in extreme cases, such as job abandonment.

Failure to clock in/out consistently may also result in disciplinary action.

Policy Compliance & Legal Considerations

Attendance management aligns with labor laws, and failure to comply could lead to legal consequences. Any modifications to this policy require approval from HR and compliance teams.

Important Disclaimer

This policy is a guideline and should not be treated as a legally binding document. It is intended to establish best practices for attendance and punctuality. The organization holds the right to modify this policy as needed.