**Attendance Policy**

**[Company Name]**

This Attendance Policy (“Policy”) is designed to provide clear guidelines regarding attendance expectations, reporting procedures, and the management of employee attendance within [Company Name]. Commitment to this Policy ensures consistent attendance practices, contributing to organizational efficiency and success.

## 1. Purpose of the policy

The purpose of this Policy is to outline the expectations for employee attendance, provide procedures for reporting absences, and establish methods for tracking and managing attendance. This Policy aims to foster a work environment where attendance is managed effectively, ensuring operational continuity and productivity.

## 2. Definitions

* **Absence**: Any time an employee is not present at work during scheduled hours.
* **Tardiness**: Arriving late to work or leaving early without prior approval.
* **Excused Absence**: Approved leave such as sick leave, personal leave, or vacation.
* **Unexcused Absence**: Absences without prior approval or a valid reason.

## 3. Responsibilities

* **Employees:** Report absences promptly, provide necessary documentation, and adhere to attendance expectations.
* **Supervisors:** Monitor attendance, enforce the policy, and address any attendance issues.
* **HR Department:** Maintain attendance records, handle accommodations and FMLA requests, and ensure policy compliance.

## 4. Attendance expectations

Regular attendance and punctuality are crucial for maintaining the efficiency and productivity of [Company Name]. Employees are expected to arrive on time and be prepared to work during their scheduled hours.

Consistent attendance helps to ensure that workloads are managed and deadlines are met. Additionally, dependable attendance fosters a collaborative and reliable work environment, where team members can count on each other to contribute to the company’s goals and success.

## 5. How to report absences

Employees must report absences to their direct supervisor as soon as possible, preferably before their scheduled start time. Absences can be reported via phone, email, or the designated company portal. It is important to provide a reason for the absence and an estimated duration if known.

The process works as follows:

* Notify the direct supervisor via phone, email, or company portal before the scheduled start time.
* Provide a reason for the absence and an estimated duration.
* Submit any required documentation (e.g., doctor's note) to HR.
* Follow up with the supervisor upon return to work.

Absences will be categorized as Excused Absence, Unexcused Absence, and Tardiness.

## 6. Time and attendance tracking

[Company Name] employs the following methods for tracking time and attendance:

* **Electronic System:** Employees clock in and out using an electronic timekeeping system.
* **Time Clock:** Manual punch-in systems where employees record their working hours.
* **Mobile App:** An app-based solution for remote or flexible working arrangements.

## 7. Excessive absences and tardiness policies

Excessive absences and tardiness will be addressed through the following steps:

1. **Verbal warning:** Issued after the first instance of excessive absence or tardiness.
2. **Written warning:** Issued if the behavior continues after a verbal warning.
3. **Performance Improvement Plan (PIP):** Implemented if there is no improvement after a written warning.
4. **Progressive discipline:** Up to and including termination of employment for persistent non-compliance.

## 8. Maintaining attendance records

Attendance records will be maintained by the Human Resources (HR) department. Access to these records is restricted to HR personnel and the employee’s direct supervisor. All attendance records are confidential and will be securely stored to protect employee privacy.

## 9. Accommodations and FMLA

[Company Name] complies with all applicable laws regarding accommodations and the Family and Medical Leave Act (FMLA). Employees requiring accommodations or FMLA leave should contact the HR department to discuss their needs and complete the necessary documentation.

## 10. Support for employees

Employees who are struggling with attendance due to personal issues, health problems, or other challenges are encouraged to seek support from the Employee Assistance Program (EAP) or counseling services available through [Company Name].

## 11. Measuring and analyzing attendance

[Company Name] uses various tools and techniques to measure and analyze attendance, including:

* **Predictive analytics:** Analyzing historical data to forecast future attendance trends and identify employees who may be at risk of frequent absences.
* **Attendance reports:** Regularly generated reports to monitor and assess attendance patterns across the organization.

## 12. Policy feedback

Employees are encouraged to provide feedback on this Policy and suggest improvements. Feedback can be submitted to the HR department for review during the annual policy update.

## 13. Policy review and updates

This Policy will be reviewed annually to ensure it remains relevant and compliant with legal requirements. Updates will be communicated to all employees, and training sessions will be provided as necessary.

|  |
| --- |
| Version control: V1  Last reviewed date:  Reviewer: [Name and/or Title]  Next review date due:  By reviewer: [Name and/or Title] |

[](https://www.aihr.com/platform/?utm_source=resource&utm_medium=resource&utm_campaign=templates&utm_content=templates)