

EMPLOYEE ATTENDANCE POLICY

Department: _____

Policy Number: _____

1. Purpose

The purpose of this Employee Attendance Policy is to define the expectations and responsibilities regarding attendance, punctuality, and reporting absences to ensure consistent operational efficiency and fairness among all employees.

2. Scope

This policy applies to all employees of the company, including full-time, part-time, temporary, and contract staff, regardless of position or location.

3. Attendance Expectations

Employees are expected to report to work on time and adhere to their assigned schedules. Regular attendance and punctuality are essential job functions. Unplanned absences, tardiness, or early departures must be avoided except in cases of emergency or approved leave.

4. Reporting Absences and Tardiness

Employees must notify their immediate supervisor or the designated contact person as soon as possible, but no later than one hour before the start of their scheduled shift, when they expect to be absent or late. Notification must be provided via phone call, text message, or email, as directed by management.

5. Documentation and Verification

For absences related to illness or medical appointments exceeding three consecutive workdays, employees may be required to provide valid documentation, such as a doctor's note or medical certification. Failure to provide requested documentation may result in disciplinary action.

6. Leave Integration

Absences covered by approved leave policies, including but not limited to vacation, sick leave, family and medical leave, jury duty, or military leave, will be considered excused absences under this policy. Employees must follow applicable procedures for requesting and documenting such leaves.

7. Attendance Monitoring and Records

Attendance records will be maintained by the Human Resources department or designated personnel. Supervisors will monitor attendance patterns and report concerns promptly. Employees are encouraged to review their attendance records and report any discrepancies immediately.

8. Consequences of Unsatisfactory Attendance

Excessive absenteeism, tardiness, or failure to follow notification procedures may result in progressive disciplinary actions, up to and including termination of employment. The company reserves the right to evaluate each case individually, considering the circumstances and applicable laws.

9. Accommodations and Exceptions

The company will provide reasonable accommodations pursuant to applicable laws, including but not limited to the Americans with Disabilities Act (ADA) and the Family and Medical Leave Act (FMLA). Employees seeking accommodations or exceptions to this policy must contact Human Resources promptly.

10. Policy Review and Updates

This policy will be reviewed periodically and may be amended as necessary to comply with changes in laws or business needs. Employees will be notified of any material changes promptly.

EMPLOYEE SIGNATURE

SUPERVISOR SIGNATURE

Signature: _____

Signature: _____

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