

(Replace with your logo)

Employee Attendance Policy

Employees at [Company Name] are expected to hold excellent attendance as a standard. Punctuality is the responsibility of all staff members. Being on time, following the schedule and working full shift hours are necessary to our business’s success. Being unavailable for work at scheduled shift hours, leaving shifts early, late arrivals are detrimental to our productivity and workflow. Unwarranted absence is penalized. Necessary changes in the schedule must be arranged in advance with supervisors.

Absence

A staff member is deemed absent when they are unavailable to work as scheduled and the time off was not pre-scheduled or approved by the supervisor in advance.

* Employees must notify a supervisor at least [\_\_\_\_\_] in advance for [\_]-day absence
* Employees must notify a supervisor at least [\_\_\_\_\_] in advance for [\_]-week absence
* Employees must always notify a supervisor about any medical emergency (doctor’s note is required) or other unexpected cause before the shift starts
* Employees are penalized after [\_\_] unscheduled absences

Tardiness

A staff member is deemed to be tardy when they:

* Arrive at work [\_\_] minutes after their shift starts
* Leave their shift before the end of scheduled work time without given approval
* Extend their break period by [\_\_] minutes without given approval

Employees are penalized after [\_\_] instances of tardiness.

No-shows

A staff member is deemed to be a no-show when they:

* Show up to the shift later than [\_\_] minutes after their shift starts
* Do not come to their shift without given approval

After [\_\_] no-show, employees are penalized. More than [\_\_] no-shows result in termination.

Attendance Infractions (in points)

Absence due to the emergency (supervisor is informed) – 0.5

Absence due to the emergency (supervisor is uninformed) – 1

Approved absence – 0.5

Unwarranted absence – 2

Overview of the Disciplinary Action

4 points – verbal warning

6 points – written warning

8 points – meeting with a supervisor

10 points - termination