

SAMPLE ATTENDANCE POLICY TEMPLATE

[Company Name] values the punctuality and attendance of our employees, as regular attendance ensures high-quality service for our clients.

As such, we have established the following attendance policy to ensure that all employees are aware of our expectations and to provide guidelines for managing absences and tardiness.

The Policy does not apply to absences covered by the Family and Medical Leave Act (FMLA) or leave provided under the Americans with Disabilities Act (ADA).

General Policies

1. Regular working hours are from [0:00 AM to 0:00 PM], Monday through Friday, with a one-hour [paid/unpaid] lunch break from [0:00 AM to 0:00 PM].
2. Employees are expected to arrive at the workplace on time, based on their schedule.
3. Tardiness is defined as being more than [X] minutes late to work without prior [notification, approval, authorization] from a supervisor.
4. If an employee is unable to come to the workplace, they must notify their supervisor no later than [X hour] before their scheduled start time.
5. Any unplanned absences or tardiness will be recorded and may be grounds for disciplinary action, up to and including termination.
6. Planned absences, such as vacations or medical appointments, must be approved by a supervisor within [specific time period].
7. If an employee is unable to come to work due to illness, they must provide a doctor's note upon returning to work.
8. This attendance policy may be revised or updated at any time at the discretion of management.

Key Terms

Absence

Definition: *Failure to report to work on time.*

An excused absence occurs when the employee has:

- Scheduled paid time off (PTO) according to Company policy
- Obtained approval from their supervisor before the start time

An unexcused absence occurs when the employee fails to:

- Report to the workplace at their scheduled start time
- Notified the supervisor within the specified time period

Any employee with an excused absence of [X days] due to a medical condition must provide proof of doctor's care and a release from their doctor before returning to work.

Unexcused absence of [X days] will lead to disciplinary action and can result in involuntary termination.

All absences, whether excused or unexcused, must be covered by PTO.

Tardiness

Definition: *Failure of an employee to arrive at work or return from a break at the scheduled time.*

Employees who cannot arrive at the workplace at the scheduled time or return from a break on time must notify their supervisor before their scheduled start time. An [X-minute] grace period is provided.

Early Departure

Definition: *A failure on the part of an employee to complete their scheduled shift.*

Employees who cannot complete the assigned duration of their shift must notify their supervisor prior to leaving.

Job Abandonment

Definition: A continuous absence of more than [X] consecutive days from work and/or failure to notify the company.

An employee who fails to report for [X or more] consecutive work days without communicating with the supervisor will be deemed to have abandoned a job. Their employment with the Company will be terminated immediately.

Disciplinary Action

Absenteeism, tardiness and early departure occurrences that occur [X or more times] combined per [specific period] will result in progressive disciplinary action, up to and including termination.

[X instances] of attendance policy violations in one calendar year will result in employee termination.

Types of employee disciplinary actions:

- **Verbal Warning:** Upon the first instance of violation.
- **Written Warning:** Upon the second instance of violation.
- **Disciplinary meeting:** Upon [X or more violations] per calendar year
- **Final written warning and suspension:** Upon a third consecutive violation.
- **Termination.**

Employee Acknowledgement

By signing below, I acknowledge that I have read and understand this [Company's] attendance policy.

Employee's Name

Employee's Signature

Date Signed