

(Name of the Organization)

## **EMPLOYEE ATTENDANCE POLICY**

### **1. Overview.**

Employees at [company name] are expected to be present for work, on time, every day. Regular attendance and punctuality are important to keep your team and [company name] operating. Arriving late, being tardy, or being absent causes disruptions.

### **2. Calculation of attendance infractions.**

- Absent with calls: 1 point.
- Absent, no call: 2 points.
- Tardy: ½ point.
- Early departure: ½ point.
- Late return from lunch or break: 1 point (over 30 minutes).

Employees are given a five minute grace period at the start and end of each scheduled shift for breaks and for lunch. Employees are required to report an absence by [procedure for reporting an absence]. Employees must report each day they are absent. Failure to call off one hour prior to a shift will result in a no call-no show.

Attendance infractions reset every [length time or dates on which employee attendance infractions reset. Typically six months or one year].

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### **3. Overview of disciplinary action for attendance infractions.**

Attendance issues will result in progressive disciplinary action up to and including termination based on the following point system:

- 3 points: Verbal warning.
- 4 points: Written warning.
- 5 points: Meeting with manager/supervisor, possible suspension.
- 6 points: Employee is subject to termination.

If an employee is absent for three or more consecutive days, evidence for excusing the absence, such as a doctor's note, must be provided.

If an employee is a no call-no show for three or more consecutive days, it will be considered a job abandonment or termination without notice.

Employees may request exceptions for work absences from human resources and management. These must be approved on a case-by-case basis.

### **4. Excused, unpaid absences without disciplinary action.**

Excused, unpaid absences can be granted for funerals, jury duty, bereavement, childbirth, a car accident, medical appointments, and unavoidable emergencies. In these cases, employees must provide documentation to prove a reason for the absence.

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**5. Failure to clock In or clock out.**

Employees must clock in and clock out for each shift. If there is any problem recording a clock-in or clock-out, inform employees should inform a manager immediately. Employees who consistently fail to clock in or clock out may receive disciplinary action, up to and including termination.

**6. Attendance policy exceptions.**

Absences because of bereavement, jury duty, or military duty are exempt from disciplinary action. Bereavement, jury duty and military exemptions require proper documentation to be given to a manager within 48 hours of the absence.