

Attendance & Punctuality Policy



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POLICY STATEMENT:

Our organization is committed to maintaining a high level of productivity and ensuring that all employees arrive to work on time and attend regularly. This policy outlines expectations for attendance and punctuality, and the consequences of non-compliance.

It is important that employees understand their responsibilities and adhere to this policy to contribute to the success of the organization.

PURPOSE:

This policy aims to establish guidelines for attendance and punctuality within the organization. The policy outlines expectations for employees, the consequences of poor attendance and punctuality, and the procedures for reporting absences or tardiness.

SCOPE:

This policy applies to all employees of [Company Name], regardless of their position or length of service.

ATTENDANCE EXPECTATIONS:

- Regular attendance is essential for the effective and efficient operation of the organization. Employees are expected to attend work regularly and to be punctual.
- Employees are expected to arrive at work at the scheduled start time and to be prepared to begin work immediately.
- Employees are expected to inform their supervisor or manager as soon as possible if they will be absent or late for work due to illness or other unforeseen circumstances.
- If an employee will be absent for an extended period of time due to illness or injury, they are required to provide a medical certificate.



- Employees are not permitted to take unapproved absences or to leave work without prior approval from their supervisor or manager.
- Any unexplained absence or tardiness may result in disciplinary action, up to and including termination.

PUNCTUALITY EXPECTATIONS:

- Employees are expected to be punctual for work, meetings, and other work-related activities.
- If an employee is running late for work, they are required to notify their supervisor or manager as soon as possible and provide an estimated time of arrival.
- If an employee is unable to attend a scheduled meeting or work-related activity, they are required to notify their supervisor or manager as soon as possible.
- Consistent lateness or failure to attend work-related activities may result in disciplinary action, up to and including termination.

EXCEPTIONS:

- Exceptions to this policy may be made for employees who require a reasonable accommodation for a disability or other medical condition.
- The organization may also make exceptions to this policy in exceptional circumstances, such as natural disasters or other emergencies.

DISCIPLINARY ACTION:

- Failure to comply with this policy may result in disciplinary action, up to and including termination.
- The organization will use progressive discipline in enforcing this policy, with verbal warnings, written warnings, and suspension as necessary.
- Disciplinary action will be taken on a case-by-case basis, taking into account the severity of the infraction and the employee's previous record.



REVIEW:

- This policy will be reviewed periodically and updated as necessary to ensure that it remains current and effective.
- Employees will be notified of any changes to this policy through the usual communication channels.



Template Collection

Approved by:

Date of approval:

Revisions

Revision No. - Revision date - Approved by

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