

Sample Employee Attendance Policy Template

Purpose

The Purpose Of This Employee Attendance Policy Is To Outline The Expectations Regarding Employee Attendance And Punctuality At [**Company Name**]. Regular Attendance Is Essential For Maintaining A Productive Work Environment While Adhering To Relevant Labor Laws And Regulations.

Scope

This Policy Applies To All Employees Of [**Company Name**], Including Full-Time, Part-Time, And Temporary Employees.

Attendance Expectations

- ▶ Employees Are Expected To Arrive At Work On Time And Be Present For Their Entire Scheduled Shift. The Standard Working Hours Are [**Insert Standard Working Hours, E.G., 9:00 AM To 5:00 PM**].
- ▶ Employees Must Notify Their Supervisor As Soon As Possible, Preferably At Least One Hour Before Their Scheduled Start Time If They Will Be Absent Or Late.
- ▶ Employees Who Arrive [**Insert Grace Period, E.G., 15 Minutes**] Late Will Be Considered Tardy And May Be Subject To Disciplinary Action.
- ▶ Attendance Policies Will Accommodate Leave Under The Family And Medical Leave Act (FMLA) For Eligible Employees.
- ▶ Reasonable Accommodations Will Be Provided For Employees With Disabilities In Accordance With The Americans With Disabilities Act (ADA).

Definitions

- ▶ **Excused Absence:** An Absence That Is Approved In Advance Or Due To Valid Reasons Such As Illness, Family Emergencies, Or Bereavement.
- ▶ **Unexcused Absence:** An Absence Without Prior Notification Or A Valid Reason.
- ▶ **Tardiness:** Arriving Late Or Leaving Work Early Without Prior Permission.

Reporting Absences

- ▶ Employees Must Report Absences To Their Immediate Supervisor Via [Phone/Email] As Soon As Possible.
- ▶ Documentation May Be Required For Excused Absences, Such As A Doctor's Note For Medical Leave.

Consequences Of Absenteeism

- ▶ Unexcused Absences May Lead To Disciplinary Action, Including Verbal Or Written Warnings, Suspension, Or Termination, In Accordance With State-Specific Labour Laws.
- ▶ Patterns Of Excessive Absenteeism Or Tardiness Will Be Monitored And Addressed.

Attendance Monitoring

- ▶ Managers Are Responsible To Track Employee Attendance Consistently And Review Attendance Records Regularly.
- ▶ Quickly Deal With Any Attendance Problems And Make Sure Everyone Understands And Follows The Policies.

Job Abandonment

If An Employee Fails To Report For Work For **[Three]** Consecutive Days Without Notification, It Will Be Considered Job Abandonment, Potentially Leading To Termination, As Per The Fair Labor Standards Act (FLSA).

Acknowledgment

All Employees Are Required To Sign This Policy Upon Onboarding, Indicating Their Understanding And Acceptance Of The Attendance Expectations.

Contact Information

For Questions Regarding This Policy, Please Contact **[HR Representative Name]** At **[Contact Number]** Or **[Email Address]**.

Employee Acknowledgment

I, **[Employee Name]**, Acknowledge That I Have Received And Read The Employee Attendance Policy Of **[Company Name]**. I Understand The Expectations Regarding Attendance And Punctuality, As Well As The Relevant Labour Laws And Regulations That Guide This Policy.

Employee Signature: _____

Date: _____