# Employee Attendance Policy

## Introduction

***[Organization Name]***values the attendance and punctuality of its employees, as we recognize that regular attendance and punctuality are essential for the success of our organization. This Employee Attendance Policy has been developed to outline the expectations, procedures, and guidelines for all employees regarding attendance in the workplace. The policy applies to all employees, including full-time, part-time, and temporary employees, and covers all aspects of attendance, including punctuality, time off, and leave requests. The policy is designed to ensure that employees attend work regularly and punctually, which is essential for the smooth running of the organization.

## Purpose

This Employee Attendance Policy aims to set clear expectations and guidelines for employees at ***[Organization Name]*** regarding their attendance in the workplace. It outlines the organization's expectations for punctuality, time off, and leave requests. By providing a clear policy, the organization aims to ensure that employees attend work regularly and punctually, which is essential for the smooth running of the organization. The policy also guides how attendance will be monitored and addresses any issues of excessive absenteeism or lateness.

## Scope

The scope of the Employee Attendance Policy includes all employees, including full-time, part-time, and temporary employees, regardless of their position or level of responsibility. The policy is designed to ensure that all employees attend work regularly and punctually, which is essential for the smooth running of the organization. The policy covers all aspects of attendance, including punctuality, time off, and leave requests, and applies to all work locations and settings, including remote work arrangements. The policy also applies to all forms of leave, such as sick leave, vacation time, personal days, and other approved leave requests.

## Policy Details

### **Attendance Expectations**

All employees are expected to arrive at work on time and be ready to start their duties at their scheduled time. Lateness, excessive absenteeism, and failure to report for work without notice are unacceptable and may result in disciplinary action.

### **Punctuality**

Employees must be punctual in arriving at work and returning from breaks. Employees who are late must notify their supervisor or manager as soon as possible. Failure to report lateness may result in disciplinary action.

### **Absences**

Employees unable to attend work must notify their supervisor or manager as soon as possible. Absences for reasons such as illness, family emergencies, or personal reasons must be reported to the supervisor or manager before the scheduled shift starts. Failure to report an absence may result in disciplinary action.

### **Time Off**

Employees are entitled to time off for vacation, personal reasons, and other approved leave requests. Time off requests is subject to approval by the supervisor or manager. Requests for time off must be submitted to the supervisor or manager in writing at least two weeks in advance unless there are extenuating circumstances.

### **Sick Leave**

Employees who are sick or injured and unable to attend work must notify their supervisor or manager as soon as possible. Sick leave is available for eligible employees as per company policy and applicable laws.

### **Attendance Monitoring**

The company will monitor attendance records and take appropriate action to address issues of lateness and absenteeism. Disciplinary action may be taken for excessive absenteeism or lateness.

## Related Laws and Regulations

The Employee Attendance Policy at ***[Organization Name]*** is compliant with the following laws and regulations:

* Fair Labor Standards Act (FLSA)
* Family and Medical Leave Act (FMLA)
* Americans with Disabilities Act (ADA)
* Occupational Safety and Health Act (OSHA)
* State and local laws

## Disciplinary Action

Employees who fail to comply with this policy may be subject to disciplinary action, up to and including termination of employment. Disciplinary action will be taken in accordance with the company's disciplinary policy.

## Declaration

I, ***[Employee Name]***, have received, read, and understood the Employee Attendance Policy of ***[Organization Name]***. I understand that I am expected to attend work regularly and punctually, and that lateness, excessive absenteeism, and failure to report for work without notice are considered unacceptable.

I understand that I am responsible for reporting absences, lateness, or any other attendance issues to my supervisor or manager as soon as possible. I understand that any leave requests must be submitted to my supervisor or manager in writing at least two weeks in advance, unless there are extenuating circumstances.

I understand that sick leave is available for eligible employees as per company policy and applicable laws, and that disciplinary action may be taken for excessive absenteeism or lateness.

I acknowledge that I have received a copy of the Employee Attendance Policy and I understand that it is my responsibility to comply with the policy and any related procedures.

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**