**Attendance policy**

**Policy overview and purpose**

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

Scope

This attendance policy applies to all nonexempt employees regardless of position or type of employment.(if not, make sure to explain for each type of employment what is to be applied).

**Policy components**

Definition of terms:

*Absenteeism* refers to frequent absences from work, therefore adding workload on other employees.

This includes also taking excessive sick leave without being able to submit doctor’s notes.

*Presenteeism* refers to the case when an employee is working beyond the end of the schedule, even when overtime is not required or encouraged.

*Tardiness* refers to coming in late, taking longer breaks than the employee is entitled to and constantly leaving earlier from work without reason.

*Unplanned absences*

When an employee cannot come to work, he/she must notify the manager. If he cannot be contacted, HR should be informed. This absence should be recorded in (company software) as soon as possible.

Unexcused or unreported absence for more than three days will be construed as job abandonment.

When employees need to leave work early, they must inform their manager.

There are cases when informing a manger as soon as possible is not needed, such as accidents and family or medical emergencies. Bringing a document to prove said emergency in the days after will be sufficient.

*Good attendance*

Employees who have less than [3 incidents] of absenteeism or tardiness in a year will be granted an additional paid day off for next year.

Having a good attendance record means:

* Reporting consistently to work.
* Coming to work at the scheduled shift start time.
* Leaving work at the scheduled shift end time (except when paid overtime is required.)
* Taking breaks that don’t exceed the standard length.
* Notifying the manager about being absent or late.

**Management’s responsibility**

Managers are in charge of tracking employee attendance. When observing issues in attendance, they will set up a meting with that employee and discuss causes, factors and possible solutions.

If a manager suspects an employee abuses of sick leave or is tardy on purpose, HR should be contacted.

**Disciplinary action**

Measures include progressively the following:

* Written warning
* Deduction of PTO
* Temporary suspension or demotion
* Termination without severance pay

Unexcused and unreported absences don’t count as hours worked, so there will be no compensation.