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[Company/Organization Name]

Effective Date: [Date]

Attendance Policy

 [Company/Organization Name] values punctuality, regular attendance, and reliability from its employees. This policy outlines the guidelines and expectations for attendance to ensure smooth business operations and productivity. Employees are expected to report to work on time and maintain good attendance unless they have a valid reason for absence.

**Attendance Expectations:**

1. Regular Attendance: Employees are expected to report to work as scheduled and be present during their assigned working hours. Regular attendance is essential for meeting job responsibilities, maintaining productivity, and supporting teamwork.
2. Punctuality: Employees should arrive at work and return from breaks promptly. Tardiness disrupts work schedules and may impact productivity and customer service. Persistent tardiness may result in disciplinary action.
3. Absence Reporting: If an employee is unable to report to work or will be late, they are responsible for notifying their immediate supervisor or manager in advance or as soon as possible. The preferred method of reporting absence is [specify preferred method, such as phone call, email, or designated absence reporting system].
4. Sick Leave and Medical Absences: Employees should follow the sick leave policy for absences due to personal illness or medical appointments. Medical documentation may be required for extended absences or as specified in the sick leave policy.
5. Personal Leaves and Time-Off Requests: Requests for personal leaves or time off should be submitted to the supervisor or manager in advance, following the company's established procedures. The availability of personal leaves and time off will be subject to the company's leave policy.
6. Remote Work and Flexible Schedules: Remote work and flexible schedule arrangements may be available to eligible employees. However, employees must adhere to the agreed-upon work schedule and attendance requirements for these arrangements.
7. Attendance Tracking and Recordkeeping: Employees are responsible for accurately recording their attendance, including arrival time, departure time, and breaks, using the designated timekeeping system or method provided by the company. Failure to record attendance accurately may result in payroll errors and disciplinary action.
8. Unauthorized Absences: Unexcused or unauthorized absences may result in disciplinary action, up to and including termination of employment. Excessive unexcused absences or patterns of absenteeism may be subject to progressive disciplinary measures.
9. Return-to-Work Policy: Employees who have been absent due to illness or injury may be required to provide medical documentation or clearance before returning to work. This policy ensures the safety and well-being of the employee and their colleagues.
10. Compliance with Legal Requirements: This attendance policy complies with all applicable labor laws and regulations. If local laws provide additional protections or requirements regarding attendance, those regulations will be followed.

**Review and Update:**

This attendance policy will be periodically reviewed to ensure its effectiveness and compliance with applicable laws and regulations. Updates will be made as necessary.

If you have any questions or need clarification on this policy, please contact the Human Resources department.

[Company/Organization Name] values the commitment and reliability of its employees. We appreciate your adherence to this attendance policy.

**Employee:**

I have read and understood the Attendance Policy, and I do not have any questions.

[Employee's Full Name]

[Employee's Signature]

[Date]

**Company:**

[Company Name]

[Company Representative's Name]

[Company Representative's Title]

[Company Representative's Signature]

[Date]