

Meridian Consulting Group

HUMAN RESOURCES POLICY DOCUMENT

Policy Title	Attendance and Punctuality Policy
Policy ID	HR-2024-003
Effective Date	January 15, 2024
Last Updated	September 10, 2024
Organization	Meridian Consulting Group, New York, NY
Industry	Consulting
Total Employees	320

1. EXPECTATIONS

All employees are expected to maintain excellent attendance and arrive on time for scheduled shifts.

2. WORK SCHEDULE

- Standard work week: 40 hours (Monday-Friday, 9:00 AM - 5:00 PM)
- Flexible schedules available for approved roles
- Part-time employees: 20 hours per week

3. TARDINESS

- 1-5 minutes late: Verbal reminder
- 6-15 minutes late: Documented warning
- 16-30 minutes late: Manager discussion
- 30+ minutes late: Absence counted

4. UNSCHEDULED ABSENCES

- Notify manager at least 2 hours before shift start
- Three absences in 90 days may trigger disciplinary action
- Pattern of Friday/Monday absences will be monitored

Approval and Implementation

This policy is approved by the Human Resources Department of Meridian Consulting Group and is effective as of January 15, 2024. All employees are required to acknowledge receipt and understanding of this policy. Violations may result in disciplinary action up to and including termination of employment.

HR Director

Date: __/__/__

Department Manager

Date: __/__/__

Employee Acknowledgment

Date: __/__/__