**Attendance Policy**

**1. OVERVIEW**

Each employee at [Company Name] is responsible for punctual and consistent attendance. Employees should arrive on time, be prepared to work, and on schedule. Employees are also expected to stay at work for the whole of their shift. It is inconvenient to arrive late, leave early, or miss other scheduled hours, and it must be avoided.

This policy does not apply to FMLA-covered (FMLA - Family and Medical Leave Act) absences or leave taken as a reason

able accommodation under the Americans with Disabilities Act (ADA). They have their own policies that cover these exceptions.

**2. OBJECTIVE**

The goal of this policy is to lay out [Company Names] policies and processes for dealing with employee absences and tardiness in order to increase the company's efficiency and reduce unscheduled absences.

**3. ATTENDANCE INFRACTIONS CALCULATION**

* Absent with calls - 1 Point
* Absent with no calls - 2 Points
* Tardy - ½ Point
* Early Departure - ½ Point
* Returning late from the lunch break - 1 Point (over 30 minutes)

Employees are allowed a five-minute grace period at the start and end of each normal shift, as well as during breaks and lunch. Employees must report an absence following [process for reporting an absence]. Each day that an employee is missing, they must report it. If you do not call off one hour prior to your shift, you will be considered a no-call, no-show.

Employee attendance infractions are reset every [period of time or days that employee attendance infractions are reset (6 months to a year is typical)].

**4. OVERVIEW OF DISCIPLINARY ACTIONS FOR ATTENDANCE INFRACTIONS**

Attendance issues will result into strict disciplinary actions upto and including termination as per the following points system:

* 3 points - Verbal Warning
* 4 points - Written Warning
* 5 points - Meeting with the manager/supervisor, possibly suspension
* 6 points - The employee will be subjected to termination.

If an employee is away for three or more consecutive days in a row, documentation of the absence must be produced, such as a doctor's letter.

A job desertion, or termination without warning, will be considered if an employee is a no call-no show for three or more days in a row.

Employees can ask HRs and managers for work absence exclusions. These must be approved on the basis of a case-by-case method.

**4. ABSENCES WITHOUT PAYMENT OR EXCUSE AND WITHOUT DISCIPLINARY ACTION**

Unpaid absences can be due to a variety of causes, including funerals, jury duty, sorrow, childbirth, a car accident, a medical appointment, and other unforeseen circumstances. In certain circumstances, employees must present paperwork to prove their absence.

**5. INABILITY TO CLOCK IN OR CLOCK OUT**

Employees are required to clock-in and clock-out in each shift. If there is an issue documenting a clock-in or clock-out, employees should contact a manager as soon as possible. Employees who fail to report to work on time or leave on time may risk disciplinary action, including termination.

**6. EXCEPTIONS TO THE ATTENDANCE POLICY**

Absences due to bereavement, jury duty, or military duty, as well as FMLA and ADA-related absences, are excluded from disciplinary action. Bereavement, jury duty, and military exemptions all require proper documentation to be submitted to a management within 48 hours of the absence.