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(Replace the When I Work logo with your company)

**Sample Employee Attendance Policy:**

At [NAME OF BUSINESS], good workplace attendance is a base expectation and the responsibility of all employees. Employees are expected to arrive on time and work the full duration of all scheduled shifts. Leaving work early, late arrivals, and absences must all be arranged in advance with supervisors on a case-by-case basis in order not to initiate disciplinary procedures. Arranging “fill-in’s” or coverage for missed shifts is the sole responsibility of the employee.

* **Absence:** supervisor is notified by employee at least 1 week in advance that employee will be absent from assigned shift.
* Employees must notify supervisor 1 week in advance for 1-day absence.
* Employees must notify supervisor 1 month in advance for 1-week absence.
* **Unscheduled absence:** supervisor is notified by employee immediately before shift start that employee will be absent from shift, due to emergency or other unexpected cause.
* Employee is responsible for notifying supervisor and finding a fill-in for shift. If employee cannot find a fill-in, absence will be counted as a “no-show”.
* After 3 unscheduled absences, employee will be subject to disciplinary action.
* **Tardiness:** employee arrives at work at least 5 minutes after scheduled shift start.
* If employee shows up later than 30 minutes after shift start time, tardiness will be counted as a “no-show”.
* After 3 tardies, employee will be subject to disciplinary action.
* **No-show:** employee fails to show up for shift without notifying supervisor.
* After 1 no-show, employee will be subject to disciplinary action.
* After 3 consecutive no-show’s, employee will be terminated.
* **Sick days:** employee is absent from shift due to illness or doctor’s note.
* Employee is responsible for notifying supervisor in case of illness or medical emergency, otherwise absence will be counted as a “no-show.”