

Attendance and Punctuality Policy

Description: This policy defines working hours, clock-in and clock-out procedures, and allowed tardiness limits for employees.

Category: Human Resources

1. Purpose

To establish clear expectations for employee attendance, working hours, and procedures for recording attendance to ensure organizational discipline and efficiency.

2. Scope

This policy applies to all full-time employees within the organization.

3. Working Hours

- The official working hours are from 8:00 AM to 4:00 PM, Sunday through Thursday.
- Employees are expected to be at their workstations and ready to begin by 8:00 AM.

4. Attendance Recording

- Employees must clock in and out using the designated system (e.g., biometric, digital app, or manual log).
- Failure to record attendance properly may result in delays in payroll or disciplinary actions.

5. Tardiness

- A grace period of 15 minutes is allowed for late arrivals.
- Repeated tardiness (more than 3 times per month) will be addressed according to the disciplinary policy.
- Late arrivals beyond the grace period must be reported with a valid reason and subject to manager approval.

6. Early Departure

- Leaving the workplace before official hours requires prior approval from the direct manager.

- Unauthorized early departures may result in deductions or warnings.

7. Absenteeism

- Any unplanned absence must be reported to the manager at least one hour before the start of the shift.
- Continuous or excessive absenteeism may lead to formal investigation and disciplinary action.

8. General Rules

- Attendance records are reviewed monthly by the HR department.
- Any disputes regarding attendance must be raised within 5 working days of the occurrence.

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