**Attendance Policy**

## **1.0 Purpose**

This policy aims to set clear guidelines and procedures for all employees regarding Attendance, Punctuality, and Excessive Absenteeism. Regular on time attendance at work is critical to the effective functioning of the business.

**1.1 Attendance and punctuality**

Employees are expected to make every effort to be in attendance for every working day and on time. Your attendance records includes absences, sickness and annual leave. Punctuality, regular attendance and performance will be the basis of your continued employment.

**1.2 Procedure for being Absent**

If it is necessary for you to be late or absent from work (including sick leave), you must notify your [insert as appropriate] within 4 hours of your scheduled starting time. You must, (where possible) notify your [insert as appropriate ] directly and in person. Contacting a fellow worker or leaving a message with the receptionist, or someone else, will not be regarded by the Company as appropriate notification.

**1.3 Excessive Absenteeism**

Absenteeism places additional burdens on other staff members and could result in the neglect of our customers’ needs and may therefore jeopardize your employment. Excessive absences for which there is no satisfactory explanation may be subject to formal warnings and could result in a review of your continued employment.

**1.4 Confirmation of policy**

By signing this policy, I agree that I have read and understood the provisions outlined and explained to me. I understand that any questions relating to this policy can be forwarded to my manager for clarification and any failure to abide by this policy may lead to Disciplinary action and or summary dismissal.

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| --- | --- |
| **Employee name** |  |
| **Employee signature** |  |
| **Date** |  |