

Sample Employee Attendance Policy Template

Purpose

The Purpose Of This Employee Attendance Policy Is To Outline The Expectations Regarding Employee Attendance And Punctuality At **[Company Name]**. Regular Attendance Is Essential For Maintaining A Productive Work Environment While Adhering To Relevant Labor Laws And Regulations.

Scope

This Policy Applies To All Employees Of **[Company Name]**, Including Full-Time, Part-Time, And Temporary Employees.

Attendance Expectations

- ▶ Employees Are Expected To Arrive At Work On Time And Be Present For Their Entire Scheduled Shift. The Standard Working Hours Are **[Insert Standard Working Hours, E.G., 9:00 AM To 5:00 PM]**.
- ▶ Employees Must Notify Their Supervisor As Soon As Possible, Preferably At Least One Hour Before Their Scheduled Start Time If They Will Be Absent Or Late.
- ▶ Employees Who Arrive **[Insert Grace Period, E.G., 15 Minutes]** Late Will Be Considered Tardy And May Be Subject To Disciplinary Action.
- ▶ Attendance Policies Will Accommodate Leave Under The Family And Medical Leave Act (FMLA) For Eligible Employees.
- ▶ Reasonable Accommodations Will Be Provided For Employees With Disabilities In Accordance With The Americans With Disabilities Act (ADA).

Field Employee Policy Guide

DP Hallahan



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