

# **[BUSINESS NAME] ATTENDANCE POLICY**

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# [BUSINESS NAME] ATTENDANCE POLICY

## Overview

[BUSINESS NAME] values employees' commitment to their work, and the below outlines and affirms that via time management and employee attendance. Attendance is crucial to ensure the day-to-day operations of our business run effectively and efficiently.

This attendance policy is for employees and supervisory staff, clarifying expectations and/or any issues and concerns raised around attendance.

### **This policy will include the following:**

- Attendance and non-attendance definitions
- What to do for unforeseen circumstances and absences
- Clock and clock out rules
- Disciplinary actions
- Employer and supervisor accountability
- Employee sign-off

The scope of this attendance policy applies to all exempt and non-exempt employees.

It's important to note this policy doesn't take into consideration any exceptions under federal laws, including but not limited to the Family Leave Medical Act (FMLA) and the Americans with Disabilities Act (ADA). We take such cases very seriously, so please speak with a supervisory or managerial staff to see what applies to you and how we can accommodate.

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## Definitions

- **Tardiness:** When an employee arrives late to their shift or remains on break longer than mandated.
- **Absenteeism:** Consistently absent from shifts without cause. This may include showing up to a shift hours after scheduled time without notice, not showing up for a shift at all, and/or being sick frequently without a doctor's note to corroborate.
- **Early departure:** Leaving your work location before your shift's end.
- **Planned absence:** A scheduled absence (sometimes referred to as a personal time off) noted to your manager in advance. Subject to approval.
- **Unplanned absence:** Can vary between an unexpected emergency that is later approved, or an unexcused and unapproved absence.
- **Job abandonment:** When an employee hasn't contacted your manager or shown up for a shift for multiple days in a row. At this point, the person in question is no longer considered an employee.

## Attendance expectations

It is the responsibility of the employee to be on time and prepared for their shift whenever scheduled. Any changes in attendance or availability must be broached with your manager well before schedules are set.

### General attendance expectations for employees include the following:

- Showing up at least 5 minutes before the start of the scheduled shift to prepare for work.
- Remaining until the end of your scheduled shift.
- Clocking in and out on time.
- Clocking in and out for breaks scheduled longer than 30 minutes.
- There is a 5 minute grace period for shifts if an employee arrives early or late, e.g. an employee can begin their shift at five-to-the-hour to five-after-the-hour.

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## Reporting absences and paid time off

This section explains to employees what paid time off is, how to request time off, and sick day considerations.

It is imperative to get manager approval of any planned or unplanned absences, inclusive of personal time off, religious-adjacent holidays, leaving a shift early because of illness or an emergency.

### What is personal time off (PTO)?

Employees are given a set amount of PTO days. These are paid days off for employees to use how they see fit. It's imperative that employees taking PTO notify your manager and wait for approval before taking time off.

### What are sick days?

Employees who are sick and unable to work may take time off from their allotted sick days. Employees will give as much notice as possible to supervisory staff about their sick day absence in order to secure additional help from other employees. Sick days that go on longer than [X DAYS] require a doctor's note upon your return to work.

### How to report an absence:

- For paid and unpaid PTO, employees must notify supervisory staff via a written notification **at least** two weeks before the intended time off date—however more time is ideal—and must wait for approval.
- For sick days, employees must call or email supervisory staff as soon as they can, at least several hours before their scheduled shift if possible, to ensure someone else can take their place.
- For unplanned time off, such as any emergency situation, please notify supervisory staff as soon as possible to ensure shifts are covered.

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## Clock in and clock out

Employees are required to clock in at the start of their shift, during any scheduled meal breaks, and clock out at the end of shift.

Failure to do so is in violation of this policy and may result in disciplinary action. Failure to clock in or clock out correctly (e.g. during the allotted grace period or not at all) may result in disciplinary action, including dismissal or job termination if there is found to be a behavior or pattern.

## Disciplinary actions

This attendance policy is an agreement between employee and employer, and any violation of this policy may result in disciplinary action. Each disciplinary action builds upon the other, giving employees a chance to change their behavior before any permanent action is taken.

However, there will be consequences if excessive absences or a pattern of this behavior do emerge.

The disciplinary procedure is as follows:

- **Verbal warning:** A conversation between employee and supervisory staff about the first violation.
- **Written warning:** A written warning to the employee by supervisory staff for the second and/or third violation.
- **Disciplinary meeting:** When the employee and supervisory staff and/or employer attend a meeting to discuss disciplinary next steps because of a pattern of attendance misuse. May include a suspension timeline.
- **Secondary, final written warning:** The last step before a permanent consequence, noting all of the steps taken before this one, and agreed upon with the employee.
- **Job termination:** If an excessive abuse of the attendance policy is found, and after all of the above steps are taken, an employee will be excused from their role and no longer work at this place of business.

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## Employer and supervisor accountability

Supervisory or managerial staff are responsible for reading and acting upon this attendance policy. Employees are responsible for letting managerial or supervisory staff know about planned or unplanned absences, and such managerial staff are required to keep a record of it. If employees are showing an excessive amount of absences, particularly without much notice, or seen as abusing the time clock system, managers and supervisors are required to set up meetings, work through the issue with employees, and continuously monitor such behavior.

Managers and supervisors must acknowledge employees who may have a specific set of requirements, as outlined in advance to your manager and kept confidential as required. It is the responsibility of the manager and employer to ensure that appropriate modifications are created for employees who require them to perform at their best.

## Employee sign-off

By signing below, I, \_\_\_\_\_, understand and acknowledge the [BUSINESS NAME] attendance policy.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date signed

\_\_\_\_\_  
Employer

\_\_\_\_\_  
Date signed