Attendance Policy

Policy Owner

Approved by

Effective Date

Version

Applies to

1. Purpose

(“***Company***”) maintains this Attendance Policy to support dependable staffing, timely service, workplace safety, and fair treatment of employees. Regular attendance and punctuality are essential job responsibilities unless an approved arrangement, protected leave, or applicable law provides otherwise.

This policy is intended as a workplace guideline and does not create an employment contract or guarantee employment for any period.

2. Scope

This policy applies to all employees of the Company, unless a written employment agreement, collective agreement, approved accommodation, or applicable law requires a different arrangement.

Managers are responsible for applying this policy consistently, documenting attendance concerns, and referring questions involving leave, disability, accommodation, or protected absences to .

3. Work Schedules and Attendance Expectations

Employees must report to work on time, be ready to perform their duties at the scheduled start of their shift, and remain available for work throughout their scheduled hours. Employees must follow their assigned schedule, including meal periods, rest breaks, remote-work availability requirements, and any approved changes to work hours.

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Employees who cannot attend work, expect to arrive late, or need to leave early must notify [ ] as soon as practicable and no later than [ ] before the scheduled start time, unless an emergency prevents timely notice.

Notice must be provided through [ ], such as [ ]. Sending notice through an unapproved method may not satisfy this requirement unless the employee receives confirmation from the appropriate supervisor.

4. Reporting an Absence or Tardiness

When reporting an absence, late arrival, or early departure, an employee must provide sufficient information for the Company to manage operations, including the expected duration of the absence where known. Employees are not required to disclose personal medical details to their supervisor. Medical or leave-related information must be directed to [ ] when requested.

Employees must keep the Company informed if an absence extends beyond the period originally reported. Employees who are unable to return to work as expected must provide an update before the next scheduled shift, unless otherwise instructed.

5. Unplanned Absences

An unplanned absence is an absence that was not scheduled or approved in advance. Unplanned absences may result from illness, emergencies, family responsibilities, transportation disruptions, or other unexpected circumstances.

The Company recognizes that emergencies and legitimate personal circumstances can arise. However, repeated unplanned absences, inadequate notice, or failure to follow reporting procedures may affect operations and may be addressed under the Corrective Action clause, subject to applicable law and any approved leave or accommodation.

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6. Planned Time Off

Employees must request planned time off in advance through _____. Approval depends on operational needs, staffing requirements, available leave balances, and applicable law.

Employees must not assume time off is approved until they receive confirmation from _____. Employees are expected to schedule appointments and personal commitments outside scheduled work hours when reasonably possible.

7. Protected Leave and Workplace Accommodations

The Company will administer legally protected leave, medical leave, family-related leave, disability accommodations, religious accommodations, and other protected absences in accordance with applicable law.

Employees who need leave or an adjustment to their work schedule should contact _____ as soon as reasonably possible. Requests will be reviewed confidentially to the extent permitted by law. Absences approved as protected leave or as part of a workplace accommodation will not be treated as policy violations.

8. Documentation

The Company may request reasonable supporting documentation for an absence, late arrival, leave request, or accommodation request where permitted by applicable law. Documentation may include confirmation from an appropriate professional or other information necessary to assess the request.

Employees must provide requested documentation by the deadline communicated by the Company, unless they need additional time for a reasonable reason. The Company will handle medical and personal information confidentially and separately from standard personnel records where required.

9. Absence Without Notice

An employee who does not report for a scheduled shift and does not provide required notice may be considered absent without notice. The Company may attempt to contact the employee using the available contact information.

Failure to report to work or contact the Company for _____ consecutive scheduled workdays may be treated as a voluntary resignation, where permitted by applicable law and after the Company has made reasonable efforts to contact the employee.

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10. Timekeeping

Employees must accurately record all time worked using _____. Employees must not record time for another person, ask another person to record time on their behalf, or knowingly submit inaccurate time records.

Employees must promptly report timekeeping errors to _____ so corrections can be made. No employee may work outside scheduled hours without authorization; however, all time worked must be reported and will be handled in accordance with applicable wage and hour requirements.

11. Corrective Action

The Company may address attendance or punctuality concerns through coaching, written warnings, performance improvement measures, suspension, or other appropriate action, up to and including termination of employment. The level of action will depend on the circumstances, including the frequency of the concern, prior attendance history, operational impact, notice provided, and whether the absence is protected by law or an approved arrangement.

The Company may depart from progressive corrective action when circumstances warrant, subject to applicable law.

12. No Retaliation

The Company prohibits retaliation against any employee who requests protected leave, seeks a workplace accommodation, reports an attendance-related concern, or exercises a legal right. Employees who believe they have experienced retaliation should report the concern to _____.

13. Employee Responsibilities

Employees are expected to review this policy, maintain current contact information with the Company, comply with approved work schedules, and communicate promptly about attendance issues. Employees must ask their manager or _____ if they are unsure how this policy applies to a specific situation.

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14. Policy Administration and Amendments

_____ may interpret, revise, suspend, or withdraw this policy at any time, subject to applicable law. Any amendment must be approved by _____ and communicated to affected employees.

15. Acknowledgment

By signing below, the employee acknowledges receipt of this Attendance Policy, confirms that they have had an opportunity to review it, and agrees to comply with its requirements. The employee understands that this policy is not an employment contract and does not alter the terms of their employment except where required by applicable law.

Signatures

Employee

Name _____ _____

Date _____

Signature

_____

Company

Name _____

Date _____

Signature

_____

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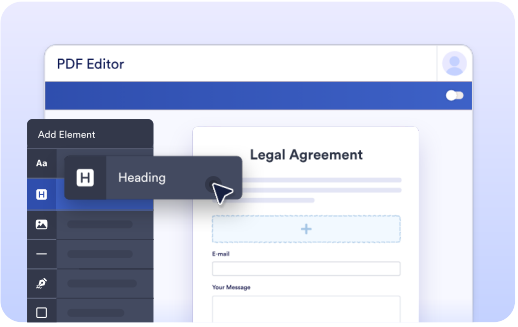
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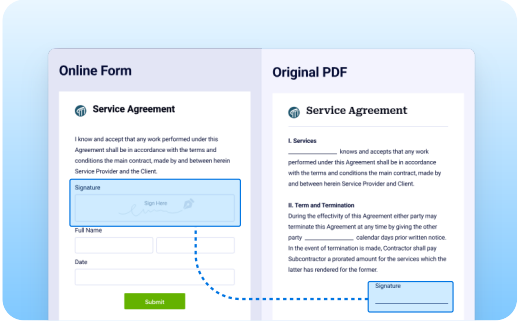
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