**ATTENDANCE POLICY [SAMPLE TEMPLATE]**

**OBJECTIVE**

The purpose of placing this attendance policy and procedure for employees at [Company Name] are to promote and enhance productivity at workplace by improving the punctuality of employees to work, regulate and minimize unexpected absences and tardiness.

This attendance policy will be accessible / available to all employees of [Company Name] at [employer to provide the network access details / URL link / other options, if any].

This policy will be revised / modified from time to time and such revisions / modifications will be notified to employees. It is the duty of employee to make themselves aware of this policy.

**WORKING HOURS AND REST INTERVAL PERIOD**

The working hours of [Company Name] is …. Hours to ….. Hours, following …. Hours a day work schedule in General Shift, … days a week with ….. day as weekly off.

[employer if have multiple shift timings, may prescribe accordingly].

The rest interval is from [… Hours to …. Hours].

[Add the note about flexible working hours, if any].

***[Example -***

1. *Individuals observing a five-day work week will follow a nine-hours daily schedule.*
2. *The office timings in a general shift are from 9:30 AM to 6:30 PM.*
3. *Individuals are expected to be present on every working day, Monday through Friday with and Saturdays and Sundays as off days.*
4. *Company-notified holidays are off/ rest days and will apply to every individual, except those on notified urgency of work.*
5. *The weekly off day for most employees is Saturdays and Sundays, except for employees working on any shift on a rotational basis. In such cases, the weekly off day will change as per the shift.*
6. *An employee may be required to work on a weekly off day / company holiday in the event of work exigencies. In this case, employees will be given Compensatory off in lieu of having worked on a Holiday.]*

**ATTENDANCE MARKING**

The attendance of employees at [Company Name] will be marked through [provide the process – for example – attendance register / muster roll made available at ….. OR biometric system OR access card OR Online login OR any other etc..].

Employees must mark their attendance according to the instructions provided by the HR department.

**DUTIES & OBLIGATIONS OF EMPLOYEE**

The employee of [Company Name] shall be responsible for punctual and regular attendance to complete the above-mentioned working hours.

The employee must ensure the prompt marking of his / her attendance as prescribed by the Employer (the immediate supervisor to whom the employee reports to).

The employee shall report to work as scheduled, on time and be prepared to start the work and remain at workplace (workplace may be the office / site / or any other place as defined by employer) for the entire working hours scheduled to them unless the nature of work requires otherwise.

The employee must avoid late arrival, early departure, frequent absences from workplace etc. during the scheduled hours.

[In case of access card attendance system] - Employee must use, handle and maintain the cards provided to them with utmost care and caution; employees shall not do any act that tampers the card making it unusable. In such cases, employee must inform the concerned department immediately for further course of action / replacement of the card.

**ABSENCE TO WORK, TARDINESS & EARLY DEPARTURE**

The employee if fails to report to work as prescribed and remains absent for the scheduled working hours in a day it shall be considered absence to work.

The employee if fails to report to work as prescribed and arrives late beyond the permissible time limits [prescribe the time limits] it shall be considered as tardiness [late arrival].

The employee if fails to remain in workplace till the completion of scheduled working hours and leaves earlier than that it shall be considered as early departure.

**ATTENDANCE REGULARIZATION**

The employee shall notify employer about absence to work / tardiness / early departure […] hours in advance, seeking approval and upon employer approving such request, the same shall be treated as excused absence; employee shall regularize the same according to the attendance regularization process. [explain the process adopted, if any].

In the event of employee failing to notify employer as prescribed above, such absence to work or tardiness [late arrival] or early departure will be considered as unexcused absence and if such absence is due to any emergency or illness, employee must notify employer at the earliest possible reasonable time.

[Regularization of unexcused absence is subject to the conditions prescribed by employer – such as for example – maximum number of unexcused absence / late arrival / early departure allowed under certain conditions / proof etc.].

Employee scheduled for outdoor work, shall duly follow the prescribed procedure hereunder:

[employer to prescribe the forms to fill up while the employee goes out of office or provide any other procedure as adopted].

In all the cases, the employee must regularize the attendance as prescribed [employer to prescribe the regularization procedure followed, if any] within … days from such date of excused / unexcused absence without fail.

**MODE OF NOTIFICATION**

For excused absence, the employee shall notify the employer by way of written communication / process prescribed by [Company Name].

For unexcused absence, tardiness and early departure, employee must notify employer either through phone or text message or email or through any person or otherwise within reasonably earliest time.

**GROUNDS FOR DISCIPLINARY ACTION & TERMINATION**

Employee’s unexcused absenteeism for two or more occurrences [employer to prescribe limits] within …. Days will be considered as a fit case for disciplinary action.

Employee in furtherance to any such disciplinary action, if found repeating the unexcused absenteeism for … or more times within …. Months, it will be considered as a fit ground for termination of his / her employment.

**JOB ABANDONMENT**

As prescribed above, employee must notify employer about the absence to work at the earliest possible. In the event of employee’s absence to work for a period of …. or more working days without notifying employer, it will be considered as a willful job abandonment by employee voluntarily terminating the employment.

**CONCLUSIVE NOTE**

[add other points, if any]

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