

Attendance policy template

Why an attendance policy?

Our commitment to punctuality and consistent attendance is vital to the success of our small business. This policy outlines our expectations regarding attendance, emphasising the importance of being present and on time for work to ensure our operations run smoothly.

Scope

This attendance policy applies to all team members within our small business, regardless of their role or employment status.

Key points

Effective collaboration among team members is crucial for our small business. To facilitate this, we expect all employees to be punctual and adhere to the agreed-upon work schedule with their manager. In cases of occasional absences or tardiness, a valid reason should be communicated.

Consistent tardiness or absenteeism can disrupt the workflow and create additional burdens for colleagues. Such behaviour may lead to a record of poor attendance and may result in progressive disciplinary actions.

Defining absenteeism and tardiness

Absenteeism: Frequent absence from job responsibilities, including regular work absences or excessive sick leave without providing appropriate documentation, such as doctor's notes.

Presenteeism: Remaining at work beyond the scheduled hours, even when overtime is not required. This may lead to overwork, affecting productivity and job satisfaction. We encourage employees to adhere to their established work schedules.

Tardiness: Arriving late, taking longer breaks than allotted, or leaving work prematurely without justification. While we embrace and encourage flexibility, this shouldn't hinder your overall performance or that of your team. Talk to your manager to discuss your preferred work schedule, and ensure it does not interfere with the team's needs.

Unforeseen absences

If you are unable to come to work, promptly notify your manager. In cases where your manager is in a different time zone, contact HR instead. For unplanned absences, use your remaining PTO or sick leave to cover the time off, and report it promptly in our HR software. Failure to report or excuse an absence for more than three consecutive days will be considered job abandonment. If you need to leave work early on a particular day, inform your manager in advance.

We understand that certain circumstances may prevent timely reporting. Valid reasons include serious accidents or family and acute medical emergencies. In such cases, we may require documentation, such as doctor's notes, and classify the absence as "excused."

The following list, though not exhaustive, provides examples of reasons we do not consider excused absences:

- Oversleeping

- Personal detours on the way to work
- Delays due to traffic or public transportation issues, excluding situations resulting in road closures
- Poor weather conditions, except for extreme situations like blizzards, hurricanes, and floods
- Unauthorised holidays

Manager's responsibility

Managers are responsible for monitoring the attendance of their team members. If a team member consistently demonstrates lateness or absenteeism, managers should arrange a meeting to discuss the issue. This conversation should explore potential scheduling issues or personal life-work balance challenges. Solutions like flexible hours, remote work options, or time management training may be considered. If there is suspicion of a mental health issue contributing to attendance problems, encourage the team member to contact our designated mental health professional.

In cases where abuse of sick leave or willful tardiness is suspected, managers should inform HR and initiate a progressive discipline process.

Disciplinary action

If a manager suspects that an employee is abusing sick leave, the submission of doctor's notes may be required to avoid the initiation of progressive disciplinary actions. Corrective counselling will be the initial step for unintentional tardiness. However, if corrective counselling proves ineffective, or if willful tardiness negatively impacts work, disciplinary measures may escalate, potentially leading to termination.

Please note that unexcused and unreported absences will not be compensated as hours worked.

Disclaimer

This policy serves as a general guideline and reference for our small business. It may not encompass all local legal considerations and is not a legal document. Neither the author nor our business assumes any legal liability resulting from the application of this policy.

Save time on HR admin

Automate all your repetitive HR tasks and save yourself hours every week to focus on your most important work.

Start our 7-day free trial now

