

Employee tardiness policy sample

Your tardiness policy should form a part of your employee handbook, which many small businesses and startups store in Charlie so it can be easily updated and accessed.

The framework below is to help you write your own tardiness policy at work.

Your employee tardiness policy should cover:

1. What time employees are expected to arrive at work
2. What is regarded as lateness at work
3. How to report lateness
4. The process for dealing with recurring or extreme lateness
5. The actions that may be taken in response to recurring or extreme lateness (including what will happen with pay)
6. The grace period for occasional lateness
7. Extenuating circumstances (weather, public transport, family emergencies etc.)

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