Attendance Policy

Attendance is an essential job function. All [insert company name] ("the Company") employees are expected to report to work as scheduled and on time and to work throughout their shifts as scheduled.

Absence Defined

Absence includes all time lost from the work schedule, whether avoidable or unavoidable, voluntary or involuntary. Absences may include full or partial days.

An employee is absent from work when he or she:

- Fails to report for work as scheduled
- Fails to remain at work as scheduled
- Leaves work early, even with permission
- Returns late from a meal break
- Exhibits tardiness, which is a short absence at the beginning of the workday

Absence Procedures

Notification

It is your responsibility to communicate with the Company regarding your need to be absent. Notification from another employee or relative is not acceptable, except under emergency conditions.

- You must request time off from work in writing and in advance, following Company policies based on the type of absence (sick leave, vacation, etc.), except in situations involving unforeseeable illness or emergency.
- If you are unexpectedly going to be absent due to illness or emergency:
    - You must notify your supervisor or the Office Manager at least one hour before your normal reporting time, if possible.
    - In an emergency situation where advance notice is not possible, you should notify your supervisor or the human resources department as soon as it is possible to do so.
    - Such notification may be made by telephone call, email or text message.
- If you need to leave work early due to an illness, emergency or some similar cause, you must notify your supervisor, the human resources department, or another member of management before leaving work.

Continued Absences

If your absence is to continue beyond one day, you must make contact with your supervisor or the human resources department each day you are absent, unless otherwise arranged, to notify the Company of your continued need to be out.

Acceptable Reasons

Acceptable reasons for unplanned absences may include unforeseen personal or family illness or injury, jury duty, bereavement, leave protected under an applicable law, or other reasons that would require you to miss all or part of a scheduled workday without advance notice.

Documentation

Documentation may be required for any absence. You should be prepared to provide documentation supporting the reason for your absence if asked.

Consequences

Failure to follow proper procedures for absence notification or excessive absenteeism can result in disciplinary action, up to and including termination of employment.

Absence for three consecutive days without proper contact and supervisory approval may be considered a voluntary resignation.