

ATTENDANCE POLICY TEMPLATE FOR SMALL BUSINESSES

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1. OVERVIEW

The below outlines the attendance policy for _____

(E.g. attendance-related definitions, good attendance behavior, PTO and planned absences, and overall attendance expectations.)

2. DEFINITIONS

Include definitions of the following:

Tardiness

(e.g. lateness)

Absenteeism

(e.g. frequently not at work for no good cause)

Early departure

(e.g. leaving work before shift is over / clocking out infraction)

Planned absence

(e.g. PTO or appointment booked off from schedule)

Unplanned absence

(e.g. sick days or emergencies)

Job abandonment

(e.g. not showing up for work multiple days in a row)

3. ATTENDANCE EXPECTATIONS

Set clear expectations on how employees show up and when. (E.g. when to arrive for a shift, if employees can leave a shift early with manager approval.)

This section of the policy may also include expectations around breaks, such as [paid lunches](#).

4. REPORTING ABSENCES AND PAID TIME OFF

This section will detail how to request time off and where.
(E.g. in an app that notifies managers.)

What to include:

- Parameters around time off, including the set number of PTO and sick days available to employees. (e.g. new hires get [X] number of PTO days in their first year.)
- When and how to contact supervisors or managers for unplanned time off.(e.g. employers or managers need at least two weeks notice—a full scheduling period—of planned time off. Giving more notice is ideal.)

5. CLOCK IN AND CLOCK OUT

Let employees know the rules for clocking in for work and clocking out. (E.g. there is a five minute grace period before and after the scheduled start time of a shift that won't result in disciplinary action.)

Note here that failure to comply with clock in and clock out rules may result in disciplinary action.

6. DISCIPLINARY ACTION

Make the following clear to employees:

- There will be consequences of excessive absences or exhibiting a pattern of this behavior.
- Disciplinary actions are as follows:

Verbal warning

(e.g. first and/or second attendance violation, meeting with manager)

Written warning

(e.g. third attendance violation, written note for file from manager)

Disciplinary meeting

(e.g. pattern of behavior)

Secondary, final written warning

(prolonged pattern of behavior, at least five attendance violations)

Job termination

(e.g. consistent attendance violation and failure to comply after prior warnings)

7. EMPLOYER AND SUPERVISOR ACCOUNTABILITY

This section is for employers and supervisory staff who enforce this attendance policy.

Include here:

- Specifics around nuances that employers and supervisors will pay attention to. (E.g. inclusive of differently abled employees.)
- It is the manager or supervisor’s responsibility to monitor and address employee attendance. (E.g. Set up private one-on-one meetings to initially address and solve for an employee’s attendance.)

8. EMPLOYEE SIGN-OFF

By signing below, I, _____, understand and acknowledge
_____ attendance policy.

Business Name

EMPLOYEE DATE AND SIGNATURE

EMPLOYER DATE AND SIGNATURE