

Attendance

Attending work when scheduled is an essential job function of [almost, every] job and an essential requirement of every position.

Tardiness and Absenteeism

If you are unable to meet your start time to begin work, you will be considered tardy. If you miss [two hours, three hours, five hours, all e.g.] of your scheduled time for the workday, you will be considered absent.

Notice of Tardiness or Being Absent

If you are unable to meet the start time to begin work or if you are going to miss your scheduled work period, it is your responsibility to provide notice to [your manager, your supervisor, the Human Resources Department, the Personnel Department e.g.] as soon as you know that you will be tardy or absent. You should provide a reason for why you will be tardy or absent, and, if tardy, the time you expect to arrive at work.

[It is in the discretion of [your manager, your supervisor, the Human Resources Department, the Personnel Department e.g.] to ask for proof of the reason for your tardiness or absence].

Excused and Unexcused Tardiness or Absence

All employees are required to make an effort to avoid unexcused tardiness and absence. Failure to provide notice of tardiness or to provide notice of being absent within [24, 36, e.g.] hours will classify your tardiness or absenteeism as unexcused and may lead to discipline. [Being absent for [two, three e.g.] consecutive scheduled periods without reporting to [your manager, your supervisor, the Human Resources Department, the Personnel Department e.g.] will [lead to termination for failure to report to work, be considered a voluntary resignation of your employment e.g.].

Whether tardiness or absenteeism is excused or unexcused is at the discretion of [your manager, your supervisor, the Human Resources Department, the Personnel Department e.g.] and is considered on a case-by-case basis.

Questions About This Policy

If you have questions, suggestions or concerns about this policy, you should direct them to [your manager, your supervisor, the Human Resources Department, the Personnel Department e.g.].

[If you feel uncomfortable discussing your questions, suggestions or concerns about this policy with [the person, the persons, the department e.g.] listed above, you can direct them to the [Human Resources Department, Personnel Department e.g.] [or the President, CEO e.g.]