

# Employee Attendance Policy Template

Welcome to our team! We value your commitment to your role and the organization. To ensure smooth operations, we have established an attendance policy that outlines our expectations for attendance and punctuality.

## 1. Attendance Expectations:

- Employees are expected to arrive on time for their scheduled shifts.
- If you are unable to come to work due to illness or other unforeseen circumstances, please notify your supervisor as soon as possible.
- Excessive absences or tardiness may result in disciplinary action.

## 2. PTO and Leave:

- Employees are eligible for paid time off (PTO) and other leave benefits as outlined in the employee handbook.
- Requests for time off should be submitted in advance, following the proper procedures.

## 3. Remote Work:

- Remote work arrangements may be available for certain positions, subject to approval by your supervisor.
- Remote employees are expected to maintain regular communication and meet performance expectations.

## 4. Compliance:

- All employees are expected to comply with this attendance policy and any other relevant company policies.
- Failure to adhere to the policy may result in disciplinary action, up to and including termination.

We appreciate your cooperation in maintaining a positive work environment. If you have any questions or concerns about the attendance policy, please reach out to HR for clarification.

Source: Society for Human Resource Management – Employee Attendance Policy  
([https://www.shrm.org/resourcesandtools/tools-and-samples/policies/pages/cms\\_009900.aspx](https://www.shrm.org/resourcesandtools/tools-and-samples/policies/pages/cms_009900.aspx))

