



Attendance

EFFECTIVE DATE: [Insert Date]

PERTAINS TO: All Employees

[Company Name] requires all employees to be on time, and to complete their assigned duties with an expected level of quality. If an employee's promptness and/or attendance interferes with those responsibilities, [Company Name] will take the appropriate disciplinary action, including but not limited to: reprimand, suspension, and dismissal.

[Company Name], in conjunction with state laws, allows absences for the following situations:

- * Sick leave
- * Jury duty
- * Death in family
- * Vacation time scheduled in advance
- * Military leave
- * Time off for worker's compensation
- * Voting
- * Unforeseen emergencies

[Company Name] reserves the right to ask for documentation in any of the above mentioned situations.

PROCEDURE

If an employee knows they will be absent, they should immediately notify the appropriate person(s). An unreported absence of three or more consecutive working days will be considered a voluntary withdrawal, and the employee will be removed from the payroll.



Disclaimer: This HR template is meant to provide general guidelines and should be used as a reference. It may not take into account all relevant local, state or federal laws and is not a legal document. Neither the author nor MaxHR will assume any legal liability that may arise from the use of this policy.