

Attendance Policy Template

A practical starting point for working hours, punctuality, recording attendance, reporting absence, and handling lateness.

Organization	[Organization name]
Policy owner	[Role or person]
Effective date	[YYYY-MM-DD]
Review date	[YYYY-MM-DD]
Version	[1.0]

How to use this template

Replace the highlighted fields and choose the clauses that match how your organization works. Remove examples that do not apply. Share the final policy with everyone who records attendance or manages a team.

Important

This template is general operational guidance, not legal, payroll, tax, employment, or labor-law advice. Working-time, absence, sick-pay, and record-keeping obligations vary by country, employer, and contract. Have a qualified adviser review the final policy when compliance matters.

1. Purpose

This policy explains how [organization name] manages attendance so the team is reliably staffed and absence is recorded and handled fairly.

It sets clear, consistent expectations without unnecessary monitoring.

2. Scope

This policy applies to [employees / contractors / selected teams].

Where a contract or local law sets different rules, those rules take priority.

3. Working hours and punctuality

Standard working hours are [hours]. Be ready to start on time; a grace period of [minutes] applies before lateness is recorded.

Agree any change to your schedule with [manager] in advance.

4. Recording attendance

Record your attendance using [clock / timesheet / system] each working day.

Make sure your record is complete and accurate before the [deadline].

5. Reporting absence

If you cannot attend, notify [role] by [method] as early as possible, and no later than [time].

Give the reason and the expected return date, and keep your manager updated for longer absences.

6. Types of absence

Planned leave follows the [leave / PTO policy]; unplanned absence such as sickness is recorded in the [absence tracker].

Use the correct category so records and pay are handled correctly.

7. Lateness and early departure

Repeated lateness or leaving early without approval is recorded and discussed with your manager.

Persistent issues are handled under [the relevant procedure].

8. Unauthorized absence

Absence without notice or approval is treated as unauthorized and may be unpaid, pending an explanation.

Two or more consecutive days of unexplained absence trigger [contact / escalation].

9. Return to work

After a sickness absence, [describe any return-to-work step, such as a short check-in].

Provide any documentation required by [rule or local law].

10. Records, privacy, and monitoring

Attendance records are kept in [system] and retained for [period], with access limited to [roles].

Attendance is managed through clear records and conversations, not surveillance. Store only what the process needs.

11. Roles and responsibilities

Everyone: attend as scheduled, record attendance, and report absence promptly.

Managers: keep fair records, address issues early, and support the team. Policy owner: maintain this policy and review it periodically.

12. Exceptions and review

Exceptions require approval from [role], and questions go to [contact or channel].

This policy is reviewed on the review date or when working patterns change materially.

Implementation checklist

- Set standard hours, punctuality expectations, and any grace period.
- Choose how attendance is recorded each day.
- Define how and when absence must be reported.
- Map absence types to the leave and absence records.
- Decide how lateness and unauthorized absence are handled.
- Set records, retention, access, and privacy rules.
- Review local requirements, approve the policy, and share it with the team.

Policy approval and acknowledgement

Policy approved by	
Approval date	
Next review date	
Employee acknowledgement method	

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