

Attendance Policy

Objective

This policy tells employees what is expected of them when it comes to turning up, being on time and working their required hours. The aim is simple: keep the working day running smoothly, be fair to everyone, and make sure the attendance records used for payroll and compliance are right.

Applicability

Everyone who works for the organization is covered, whether permanent, probationary or on contract. The only exception is where management says otherwise. Some roles, departments and shifts have their own attendance rules, and HR will let you know what applies to you.

Attendance Recording and Regularization

Record your attendance in the approved tracking system every day. If you miss a punch, regularize it within [Number](#) days. After that, the day is marked as Loss of Pay (LOP).

General Attendance Expectations

You are expected to:

- Start work on time, according to your schedule or shift.
- Mark your attendance in the approved HRMS when you start and when you finish.
- Apply for leave ahead of time if you will be away.
- Tell your manager as soon as you know you will be late or absent.

Skip these steps and the absence or delay goes on record as an attendance issue.

Late Arrival and Absenteeism

Arriving late again and again, leaving early, or staying away without approval will lead to corrective action. HR reviews attendance records regularly to catch patterns. If a pattern continues, further disciplinary action will follow under company rules.

Responsibility and Enforcement

Marking your attendance correctly is your responsibility. Managers and HR check the records, approve regularization requests, and make sure the rules are applied the same way across the organization.

Policy Review and Amendments

Business needs, labour laws and processes change, so the organization may update this policy from time to time. When it does, employees will be told promptly.

Approved By: [Name, Designation](#)

HR Contact: [Email/Phone](#)