



Mineral



Question of the Week

February 5, 2025

Question

What should we include in an attendance policy?

ANSWER

Generally, an attendance policy should outline your attendance expectations, the procedures your employees should follow if they're going to be late or absent, and the consequences when your policy isn't followed.

Your expectations should include how you define being on time and what you would consider being tardy or absent. This section of your policy might say something like, "You are expected to arrive at the workplace on time and ready to perform your job."

The procedures section of the policy tells employees what they should do in the event of a planned or unplanned absence, when they need to arrive late or leave early, or if an emergency arises and they aren't able to notify you ahead of time. It could include instructions on whom to notify (e.g., one's manager) and when to notify them (e.g., two hours before an unplanned absence).

The consequences section explains what happens when employees don't follow your policy. "Failure to comply with this policy may result in disciplinary action, up to and including termination" is a typical line. You should also note how many days of unexcused absence, or no-call no-show, will constitute voluntary resignation on the part of the employee.

This Q&A does not constitute legal advice and does not address state or local law.