

Attendance & Punctuality Policy

Essential guidelines for workplace attendance and timekeeping standards



Core Attendance Requirements

Be Present

Available every normal working day per employment agreement

Prior Permission

Approved leave required for planned absences

Unavoidable Absence

Sick leave and emergencies accepted



Punctuality Standards

1

Starting Time

Ready for work at agreed start time

2

Working Hours

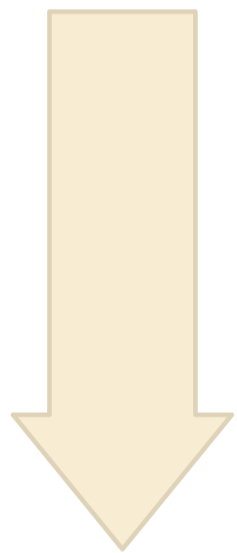
Full attendance during scheduled shift

3

Finishing Time

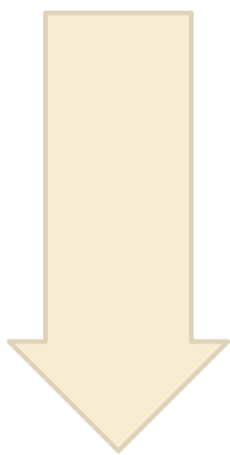
Work until agreed finish time

Performance Management Process



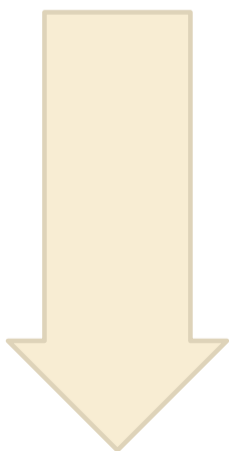
Manager Notification

Issues raised regarding attendance or punctuality



Opportunity to Improve

Employee given chance to correct conduct



Disciplinary Action

Persistent issues may lead to dismissal



Communication Requirements

Unable to Attend

Advise manager as early as possible on absence day

Running Late

Notify manager immediately if delayed for work



Key Consequences

1

Persistent Absenteeism

May trigger disciplinary procedures

2

Poor Timekeeping

Could result in formal action or dismissal

Need HR Support?

Contact **HR Unlocked** for expert guidance on attendance policies and workplace management.

[Get HR Support](#)

Share this with your team to ensure everyone understands attendance expectations!