**Sample Employee Punctuality and Attendance Policy**

IMPORTANT NOTE: This is a sample policy. Please consult with your legal counsel before implementing and customizing it to fit your business.

Purpose

The purpose of this Sample Employee Punctuality and Attendance Policy is to outline expectations for employee punctuality, attendance, and the consequences of being late. Our company values and relies on the punctuality and regular attendance of all employees to maintain efficiency, productivity, and a professional work environment.

Policy

2.1 Clocking In Early

Employees are permitted to clock in up to 10 minutes early for each shift. This allowance is provided to enable employees time to prepare for their workday, and it is not mandatory.

2.2 Being Late

An employee is considered late if they clock in even 1 second after their scheduled shift start time. We emphasize the importance of punctuality and expect all employees to be on time for their scheduled shifts.

2.3 Three-Strike Rule for Tardiness

Our company enforces a three-strike rule for instances of tardiness. The consequences for being late are as follows:

* First instance: Verbal warning
* Second instance: Written warning
* Third instance: Termination of employment

Each instance of tardiness will be documented in the employee's personnel file.

2.4 Orientation and Employee Meetings

Punctuality is also expected for company events, including orientation and employee meetings. Anyone arriving late, even by 1 second, will not be permitted to attend the event.

2.4.1 Orientation

Late arrivals to orientation will result in the cancellation of the orientation, and the candidate will need to reschedule for another date. Consistent late arrivals may lead to the withdrawal of the job offer.

2.4.2 Employee Meetings

Employees arriving late to meetings will not be allowed entry. Habitual tardiness for employee meetings may result in disciplinary action, up to and including termination of employment.

Exceptions

Rare exceptions to this policy may be made on a case-by-case basis for circumstances beyond the employee's control, such as severe and unpredictable weather conditions, transportation disruptions, or other emergencies that could not otherwise be foreseen. Employees must notify their supervisor as soon as possible if they anticipate being late due to an exceptional circumstance.

Policy Enforcement

Supervisors and managers are responsible for enforcing the Sample Employee Punctuality and Attendance Policy. Any concerns or issues regarding this policy should be directed to the Human Resources department.