

Attendance Compliance Policy

For Australian Small & Medium Enterprises

Template Version 1.0 | December 2024

Important Notice

This template provides general guidance on attendance standards. Specific requirements may vary by award and enterprise agreement. Always ensure compliance with your applicable industrial instrument.

1. Purpose

This policy establishes attendance standards at [Company Name]. It sets out expectations for regular attendance, punctuality and proper notification of absences to ensure operational efficiency and fair treatment of all employees.

2. Scope

This policy applies to:

- All employees regardless of employment type
- All work locations and departments
- All rostered and scheduled work

3. Attendance Expectations

3.1 Regular Attendance

- Employees are expected to attend all rostered shifts
- Arrive on time and ready to commence work
- Remain at work for the full scheduled period
- Maintain consistent attendance patterns

3.2 Punctuality

- Arrive at workstation before shift start time
- Be ready to commence duties at scheduled time
- Return from breaks on time

4. Notification Requirements

4.1 Planned Absences

- Request leave through appropriate channels
- Provide adequate notice as per leave policies

- Obtain approval before the absence

4.2 Unplanned Absences

When unable to attend work unexpectedly:

- Notify [manager/supervisor] as early as possible
- Ideally before shift start time
- Phone call preferred for urgent notification
- Provide reason and expected duration
- Keep employer informed of ongoing absence

4.3 Contact Method

- Direct phone call to manager preferred
- Text message if call not possible
- Leave message if no answer
- Do not rely solely on messages to colleagues

5. Evidence Requirements

5.1 Medical Certificates

- Required for absences exceeding [1/2/3] days
- May be requested for single day absences
- Must be from registered medical practitioner
- Submit on return to work or as soon as practical

5.2 Other Evidence

- Statutory declarations where appropriate
- Supporting documentation for special leave

6. Types of Absence

6.1 Authorised Absence

- Approved leave (annual, personal, other)
- Absence with proper notification
- Documented illness or injury

6.2 Unauthorised Absence

- No notification provided
- Leave not approved
- No reasonable excuse

7. Patterns of Absence

[Company Name] monitors attendance patterns. Concerning patterns may include:

- Frequent single day absences
- Absences adjacent to weekends or holidays
- Recurring absences on same day of week
- Patterns following other leave

8. Lateness

8.1 Arriving Late

- Notify manager if running late
- Provide estimated arrival time
- Repeated lateness will be addressed

8.2 Recording Lateness

- All late arrivals recorded
- Patterns monitored and addressed

9. Leaving Early

- Must have manager approval
- Record actual departure time
- May require use of leave entitlements

10. Consequences of Non-Compliance

10.1 Informal Discussion

- First instance typically addressed informally
- Opportunity to explain circumstances
- Support offered where appropriate

10.2 Formal Action

Repeated or serious breaches may result in:

- Formal counselling
- Written warning
- Final written warning
- Termination of employment

11. Support

[Company Name] supports employees experiencing attendance difficulties:

- Discuss issues with manager

- Flexible arrangements where possible
- Employee Assistance Program available

12. Responsibilities

12.1 Employees

- Attend work as scheduled
- Notify absences promptly
- Provide evidence when required

12.2 Managers

- Monitor attendance fairly
- Address issues promptly
- Maintain accurate records

13. Review

This policy will be reviewed annually or when attendance practices change.

Employee Acknowledgement

I acknowledge that I have read and understood [Company Name]'s Attendance Compliance Policy.

Employee Name: _____

Signature: _____

Date: _____