

Time & Attendance Policy

For Australian Small & Medium Enterprises

Template Version 1.0 | December 2024

Important Notice

This template provides general guidance on time and attendance management. The Fair Work Act requires employers to keep accurate employee records. Customise this policy to reflect your specific business needs.

1. Purpose

This policy establishes the framework for time and attendance management at [Company Name]. It ensures accurate recording of hours worked, supports correct payment of wages, and maintains compliance with record-keeping requirements under Australian workplace laws.

2. Scope

This policy applies to:

- All employees regardless of employment type
- Full-time, part-time, and casual employees
- All work locations and departments
- All time recording and attendance matters

3. Legal Framework

3.1 Fair Work Act

- Employers must keep accurate time records
- Records must show hours worked
- Records retained for 7 years
- Employees can access their records

3.2 Modern Awards

- Award specifies ordinary hours
- Overtime and penalty rate triggers
- Break entitlements

4. Time Recording

4.1 Recording Methods

[Company Name] uses the following time recording methods:

- Mobile app clock-in/out
- Time clock terminals
- Web-based time entry
- [Other methods as applicable]

4.2 What Must Be Recorded

- Shift start time
- Shift end time
- Unpaid break start and end
- Any additional required information

5. Attendance Standards

5.1 Punctuality

- Arrive ready to work at shift start
- Clock in at appropriate time
- Notify manager if running late

5.2 Regular Attendance

- Attend all rostered shifts
- Follow absence notification procedures
- Maintain consistent attendance

6. Absence Management

6.1 Planned Absences

- Request leave in advance
- Obtain approval before absence
- Follow leave request procedures

6.2 Unplanned Absences

- Notify manager as early as possible
- Provide reason and expected duration
- Provide evidence if required

7. Breaks

7.1 Entitlements

- Break entitlements per applicable award
- Meal breaks and rest breaks
- Scheduled at appropriate times

7.2 Recording Breaks

- Clock out for unpaid meal breaks
- Clock in when break ends
- Paid rest breaks not clocked

8. Overtime

8.1 Authorisation

- Overtime requires pre-approval
- Obtain manager authorisation
- Emergency exceptions documented

8.2 Recording

- Record all overtime hours
- System calculates overtime rates
- Refer to Overtime Recording Policy

9. Time Record Accuracy

9.1 Employee Responsibility

- Record own time accurately
- Never record time for others
- Report errors immediately

9.2 Corrections

- Corrections require manager approval
- Document reason for changes
- Original record preserved

10. Compliance Monitoring

- Attendance patterns monitored
- Discrepancies investigated
- Reports generated for review

11. Non-Compliance

Failure to comply with this policy may result in:

- Counselling and support
- Formal warning
- Disciplinary action
- Termination for serious breaches

12. Related Policies

- Clock-In & Clock-Out Policy
- Timesheet Accuracy Policy
- Breaks & Rest Periods Policy
- Overtime Recording Policy
- Leave policies

13. Review

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

Employee Acknowledgement

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

Employee Name: _____

Signature: _____

Date: _____