

Sample Employee Attendance Policy

1. Purpose

The Attendance Policy is designed to ensure punctuality, discipline, and efficient business operations while maintaining accurate attendance records.

2. Working Hours

- Standard Working Days: Monday to Saturday (or as per company policy)
- Weekly Off: Sunday
- Working Hours: 9:30 AM to 6:30 PM
- Total Working Hours: 8 Hours per day
- Lunch Break: 1 Hour

3. Attendance Recording

Employees must mark attendance through:

- HRMS Portal
- Biometric Device
- Face Recognition System
- Mobile Attendance (if approved)

Employees are responsible for ensuring their attendance is properly recorded.

4. Office Timings

Status	Time
On Time	Before 9:30 AM
Grace Period	Up to 9:45 AM
Late Arrival	After 9:45 AM
Half Day	After 1:00 PM
Absent	No attendance record

5. Grace Period

- Employees are allowed 3 late arrivals per month.

- Beyond 3 occurrences, late arrivals may result in salary deduction or leave adjustment.
- Grace period cannot be accumulated.

6. Late Coming Rules

Occurrence	Action
1st to 3rd	Warning
4th to 5th	Half-Day Leave Adjustment
More than 5	Salary Deduction / Disciplinary Action

7. Half-Day Attendance

A Half-Day will be marked if:

- Employee reports after 1:00 PM.
- Employee works less than 4 hours.
- Employee leaves office without approval.

8. Work From Home (WFH)

- Requires prior approval from Reporting Manager.
- Attendance must be marked through approved methods.
- Employees must be available during working hours.

9. Missing Attendance

Employees must report attendance discrepancies within 3 working days.

Required documents:

- Screenshot of attendance
- Manager approval
- Supporting evidence

10. Overtime Policy

- Overtime requires prior approval.
- Overtime hours will be recorded separately.
- Compensation or Comp-Off will be provided as per company policy.

11. Unauthorized Absence

Any absence without approval or notification may be considered unauthorized absence and may lead to:

- Leave deduction
- Salary deduction
- Disciplinary action

12. Public Holidays and Weekly Offs

Attendance is not required on:

- Company-declared public holidays
- Weekly offs
- Approved leave days

13. Attendance Regularization

Employees may submit attendance regularization requests for:

- Forgotten punch-in/punch-out
- System failure
- Official duty outside office

Regularization must be submitted within 3 working days.

14. Salary Deduction Rules

Condition	Deduction
Half Day	0.5 Day Salary
Full Day Absent	1 Day Salary
Unauthorized Absence	As per HR Policy
Excessive Late Coming	Leave/Salary Deduction

15. Employee Responsibilities

Employees must:

- Report to work on time.

- Mark attendance accurately.
- Notify managers of delays or absences.
- Follow attendance procedures.

16. Management Rights

The company reserves the right to review attendance records and modify this policy as required.

Attendance Compliance Summary

- Working Hours: 9:30 AM – 6:30 PM
- Grace Period: 15 Minutes
- Allowed Late Marks: 3 per Month
- Half Day: Less than 4 Working Hours
- Attendance Regularization: Within 3 Days
- Unauthorized Absence: Subject to Salary Deduction