



## Attendance and Punctuality Policy Preparation Form

This Preparation Form is designed to help both you and us make the process of creating your custom Attendance and Punctuality Policy more efficient. Please complete all applicable sections as completely as possible. **If any information is not readily available, we recommend you gather this information prior to commencing the online session so you may complete your document.**

If you have any questions as you work on the questionnaire, please contact us at [info@helixcompliance.com](mailto:info@helixcompliance.com), or contact Laditum Support at [support@laditum.com](mailto:support@laditum.com).

### Company Information

Name of Firm/Company or Organization: \_\_\_\_\_

This policy applies to the following department(s):

- All
- Marketing & Advertising
- Operations
- Legal & Compliance
- Information & Technology
- Human Resources & Administration
- Sales & Customer Service
- Finance & Accounting
- Production & Inventory
- Other: \_\_\_\_\_

### Policy Information

Name of this policy: \_\_\_\_\_

Include document type at the end of the name (e.g. Policy, Agreement, etc.)

Date this policy was originally issued: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Date of this policy's most recent edition: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Include the date of the most current version of this policy.  
If this is the company's first edition of this policy, you may select the original issue date.

Select the department responsible for the administration of this policy:

- Human Resources
- Compliance
- Legal
- Other \_\_\_\_\_

Employees can contact the department that administers this policy with questions regarding the following:

- Vacation
- Sick leave
- PTO
- Other: \_\_\_\_\_

### Attendance

Which department should employees notify if they are aware of an upcoming absence?

- Human Resources
- Compliance
- Legal
- Other \_\_\_\_\_

Are employees required to notify the Human Resources Department of their absence in addition to notifying their supervisor?

- Yes
- No



If employees are required to provide notice of an absence prior to the start of the workday; how many hours before the work day are employees required to provide a notice of an absence?

- 1  2  3  4  5  Other: \_\_\_\_\_

Can lateness be excused as part of this policy?  Yes  No

Types of Leave that will generally be considered excused:

- Bereavement Leave  Family and Medical Leave (FMLA)
 Jury Duty Leave  Medical Emergencies
 Military Service Leave  Public Federal Holidays
 Religious Observance  Temporary or Short-Term Disability
 Vacation Days  Witness and Victim of Crime Leave
 Workers Compensation Leave  Other: \_\_\_\_\_

If the Firm allows grace periods for employee’s arrival at work and return from lunch; how many minutes are allowed as part of the grace period?

- 5  10  15  20  Other: \_\_\_\_\_

How many days can employees be absent due to illness without providing a note from a physician or health care provider?

- 1  2  3  4  5  Other: \_\_\_\_\_

If employees are required to provide a note from a physician or health care provider when they are absent for a number of consecutive days due to illness; does the physician’s or health care provider’s note have to include whether the employee is fit to return to work?

- Yes  No

Consequences

If the Firm has a disciplinary process set forth for unexcused absences; please answer the following questions:

First Offense

Offense consequences:

- Counseling  Verbal Warning  Written Warning  Unpaid Suspension: # of days \_\_\_\_\_
 Termination of employment

Second Offense

Offense consequences:

- Counseling  Verbal Warning  Written Warning  Unpaid Suspension: # of days \_\_\_\_\_
 Termination of employment

(Add more offenses if applicable)



Does the Firm reserve the right to skip, repeat, or modify disciplinary measures at its discretion?

- Yes       No

How many days can an employee be absent from work without notifying their manager before their employment is terminated?

- 3       3       7       14       Other: \_\_\_\_\_

**Employee Coverage, Other Policies, and Employee Acknowledgment**

Does the Firm have any employees covered under a collective bargaining agreement?

- Yes       No

Please select the other Firm policies that this Attendance and Punctuality Policy may affect or be affected by:

- All
- Flexible Work Schedule Policy
- Jury Duty Leave Policy
- Military Service Leave Policy
- Paid Time Off – Vacation Policy
- Standards of Conduct Policy
- Telecommuting Policy
- Religious Accommodations Policy
- Witness and Victims of Crime Leave Policy
- Other: \_\_\_\_\_

Does the Firm require employees to acknowledge receipt and review of this policy?

- Yes       No