**[Name of your company]**

**Absenteeism Policy**

**Date created:**

[This policy is provided as a guide; don’t hesitate to tailor it to your company’s situation.]

**What is absenteeism?**

Absenteeism occurs when one or many employees are repeatedly absent, outside their normal vacation period. To promote efficiency and business continuity, this policy ensures that employee absences are reported and justified.

## Policy objectives

* Establish the scope of the policy
* Define the different types of absences
* Detail procedures for absences from work
* Explain penalties for non-compliance with procedures
* Outline incentives for loyal employees

## Reach of the policy

This policy applies to all company employees who are absent from work:

* Managers
* Supervisors
* Employees

## Types of absence

**Paid vacation**

Each employee can find out how much paid leave they are eligible for in their employment contract. The employee does not need to give any justification for taking this leave, but must notify their immediate superior at least **[2 weeks]** in advance and obtain their approval.

**Sick days**

Each employee must refer to their employment contract for the number of paid sick days. These days cannot be carried over from one year to the next.

**Delays**

Each employee is responsible for starting work at the agreed time, in accordance with their schedule or an agreement with the immediate superior. An employee is considered late if they do not respect their scheduled working hours.

**Last-minute or unjustified absences**

Absences are considered unjustified if an employee fails to show up for work, but has a scheduled shift and has not notified their supervisor of the absence. Days of unjustified absence are unpaid.

## Procedures and deadlines

Foreseeable absences:

* Contact your immediate supervisor by email **[one week]** in advance, to obtain their agreement to the dates of future absences
* Complete the absence request form and notify the immediate superior **[number]** days before the absence

Unforeseeable absences:

* Contact immediate supervisor by email or telephone as soon as possible
* Provide supporting documentation after the **[third]** day of absence
* In the event of illness or accident, provide a valid medical certificate containing the following information:
	+ Date
	+ Employee name
	+ Incapacitating nature of illness with respect to employment
	+ Expected duration of absence
	+ Name, contact details and signature of doctor

## Consequences of unjustified absences

Any unscheduled absence that is not justified with the necessary documents may result in the following penalties, depending on the duration of the absence:

* Warning
* Temporary layoff
* Demotion
* Dismissal

## Incentives

Employees who show diligence and meet their work obligations are rewarded. For example, employees who do not take additional leave are eligible to receive:

* An additional [number] days of vacation
* A bonus of $[amount] annually

**[First and last name of person in charge]**

**[Title of person in charge]**

**[Date last updated]**

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