

# Standard Operating Procedure (SOP)

## Late Arrival and Early Departure Policy

This SOP establishes the **late arrival and early departure policy** to ensure consistent attendance and punctuality among employees. It defines acceptable time frames, procedures for reporting lateness or early leave, consequences for non-compliance, and methods for documenting occurrences. The purpose is to promote workplace productivity, fairness, and effective communication regarding employee schedules.

### 1. Scope

This policy applies to all employees, including full-time, part-time, and contract staff.

### 2. Definitions

- **Late Arrival:** Reporting to work after the scheduled start time.
- **Early Departure:** Leaving the workplace before the scheduled end time without prior authorization.
- **Excused:** Approved by supervisor/manager in advance or due to a verifiable emergency.
- **Unexcused:** Not approved or without sufficient justification.

### 3. Acceptable Time Frames

Action	Grace Period	Notes
Late Arrival	Up to 10 minutes	More than 10 minutes is considered tardy and must be reported
Early Departure	Up to 10 minutes	Leaving earlier than 10 minutes before end requires prior approval

### 4. Reporting Procedures

1. Notify direct supervisor/manager as soon as possible but no later than 15 minutes after the scheduled start/end time.
2. Provide a valid reason for lateness or early leave.
3. Submit absence or early leave request through the company's attendance tracking system, if applicable.

### 5. Documentation

- Supervisors must maintain records of all late arrivals and early departures.
- Documentation should include date, time, reason, and whether it is excused or unexcused.
- Records are to be reviewed in performance appraisals.

### 6. Consequences of Non-Compliance

1. Verbal warning after 3 unexcused occurrences in a calendar month.
2. Written warning after 5 unexcused occurrences within 3 months.
3. Further disciplinary actions may include suspension or termination as per company policy.
4. Consistent pattern of lateness or early departure may impact performance evaluations and incentives.

### 7. Review and Exceptions

- This policy may be reviewed annually and updated as needed.
- Exceptions may be granted by HR or management in special circumstances (medical emergencies, family emergencies, etc.).

### 8. Contact Information

For questions or clarification regarding this policy, contact the Human Resources Department at [hr@company.com](mailto:hr@company.com).