

# SOP: Steps for Handling Late Arrivals or Early Departures

This SOP details the **steps for handling late arrivals or early departures** in the workplace, covering employee notification procedures, documentation requirements, supervisor responsibilities, impact assessment on operations, and guidelines for maintaining accurate attendance records. The aim is to ensure transparent communication, minimize disruptions, and maintain productivity while accommodating employee needs fairly and consistently.

## 1. Employee Notification Procedures

1. If an employee anticipates arriving late or leaving early, they must notify their direct supervisor as soon as possible, ideally before their scheduled start or departure time.
2. The notification should include the expected time of arrival or departure and the reason for the schedule adjustment.
3. Acceptable methods of notification include phone call, text message, or email, as outlined by departmental policy.

## 2. Documentation Requirements

1. The employee must complete any required documentation, such as a Late Arrival/Early Departure Form, upon their return or prior to leaving.
2. This documentation should be submitted to their supervisor and retained for attendance record purposes.

## 3. Supervisor Responsibilities

1. Supervisors should acknowledge receipt of the employee's notification promptly.
2. Assess whether the late arrival or early departure requires coverage or rescheduling of tasks.
3. Ensure that all required documentation is properly completed and retained.
4. Address repeated or unexcused incidents according to company attendance and disciplinary policies.

## 4. Impact Assessment on Operations

1. Evaluate the effect of the absence on the team and workflow.
2. If necessary, arrange for temporary coverage or task reassignment to minimize operational disruption.
3. Communicate any changes or needs to affected team members.

## 5. Attendance Record Maintenance

1. Ensure all late arrivals and early departures are accurately recorded in the attendance tracking system.
2. Review attendance records regularly for trends or patterns that may require further action.
3. Maintain confidentiality and comply with data privacy regulations when handling attendance information.

## 6. Fairness and Consistency

1. Apply this SOP equitably to all employees.
2. Accommodate special circumstances as appropriate, in accordance with company policies and relevant laws.

## 7. Communication and Review

1. Ensure all employees are aware of this SOP and understand the procedures for late arrivals and early departures.
2. Review and update this SOP periodically to reflect changes in policy or operational needs.

