

Standard Operating Procedure (SOP)

Excused and Unexcused Absence Guidelines

This SOP details the **excused and unexcused absence guidelines**, outlining acceptable reasons for employee absences, documentation requirements, notification procedures, and the impact on attendance records. Its purpose is to promote consistent attendance management, ensure fair treatment of all employees, and maintain workplace productivity by clearly defining the distinctions between excused and unexcused absences.

1. Scope

This policy applies to all employees of [Company Name].

2. Definitions

Term	Definition
Excused Absence	An absence approved by management, supported by appropriate documentation, and aligned with policy guidelines.
Unexcused Absence	An absence not approved or lacking sufficient notice/documentation as required by the policy.

3. Acceptable Reasons for Excused Absences

- Personal illness or injury (with medical documentation if exceeding 2 days)
- Family emergency or illness (with notice/documentation)
- Bereavement (immediate family)
- Jury duty or subpoenaed court appearances
- Religious observances (with advance notice)
- Pre-approved vacation or personal days

4. Notification Procedures

- Notify your direct supervisor as soon as practicable, preferably at least one hour before your scheduled shift.
- Absences of more than 2 days require supporting documentation (e.g., doctor's note).
- For foreseeable absences, written request/approval should be obtained in advance.

5. Documentation Requirements

- Medical absences: Note from a licensed healthcare provider for absences exceeding 2 days.
- Jury duty/court: Official summons or documentation.
- Bereavement: Obituary or similar document may be requested.
- Other cases: As requested by HR/management.

6. Unexcused Absences

- Failure to provide adequate notice or documentation.
- Absence for unauthorized or unapproved reasons.
- Repeated tardiness or leaving work without prior approval.

7. Impact on Attendance Records

- Excused absences do not negatively affect attendance records, provided procedures are followed.
- Unexcused absences will be recorded and may result in progressive disciplinary action, up to and including termination.
- Patterns of absenteeism will be reviewed by management and HR.

8. Responsibilities

- **Employees:** Abide by attendance policies, provide required notice/documentation.
- **Supervisors:** Review and document absences, communicate attendance concerns, forward documentation to HR.
- **HR:** Maintain attendance records, review documentation, administer disciplinary actions as warranted.

9. Policy Review

This SOP will be reviewed annually and updated as necessary to ensure compliance with legal requirements and organizational goals.

10. Related Documents

- Employee Handbook
- Leave of Absence Request Form
- Disciplinary Action Policy