

SOP: Late Arrival and Early Departure Protocol

This SOP defines the **late arrival and early departure protocol**, outlining procedures for employees reporting late to work or leaving early. It includes notification requirements, approval processes, documentation standards, and the impact on attendance records. The goal is to maintain accurate timekeeping, ensure operational continuity, and promote accountability within the organization.

1. Purpose

To standardize processes for reporting and managing late arrivals and early departures, ensuring clarity, fairness, and accuracy in attendance records.

2. Scope

- Applicable to all employees of [Organization Name]
- Encompasses all working shifts, including remote and on-site roles

3. Definitions

Term	Definition
Late Arrival	Reporting to work after the scheduled start time
Early Departure	Leaving the workplace before the scheduled end of the shift

4. Procedures

- Notification**
 - Employees must notify their direct supervisor/manager as soon as possible, preferably at least 1 hour before the scheduled start/end time.
 - Notifications should be made via [preferred communication channel: phone, email, messaging app].
 - Include reason for late arrival/early departure and estimated arrival/departure time.
- Approval**
 - Supervisor/manager reviews the request and determines if the lateness or early departure is excused.
 - Approval must be documented via written confirmation (email or internal system).
- Documentation**
 - All late arrivals and early departures must be recorded in the attendance system, noting reason and approval status.
 - HR maintains a log for record-keeping and trend analysis.
- Impact on Attendance Records**
 - Unexcused instances may subject the employee to attendance management procedures as outlined in company policy.
 - Frequent occurrences will trigger a review by HR and management.

5. Roles and Responsibilities

- **Employees:** Notify supervisors promptly, provide accurate information, and follow protocol.
- **Supervisors/Managers:** Review, approve/deny requests, and document accordingly.
- **HR Department:** Monitor records, inform of recurring issues, and ensure compliance.

6. Record Keeping

- Attendance records and related documentation are to be retained as per the organizational retention policy.

7. Review and Amendments

- This SOP shall be reviewed annually or as needed to ensure relevance and compliance with regulations and organizational policies.

Approved by: [Approver Name and Title]