SOP: Handling Late Arrivals and Early Departures

This SOP details the **procedure for handling late arrivals and early departures** to maintain accurate attendance records and minimize disruption to operations. It covers the steps employees must follow when arriving late or leaving early, including notification protocols, approval requirements, and documentation processes. The procedure ensures consistency, accountability, and effective communication between staff and management to support productivity and workplace discipline.

1. Purpose

To outline the process for managing late arrivals and early departures, ensuring reliable attendance management and supporting workplace discipline.

2. Scope

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

3. Responsibilities

- **Employees:** Must follow notification and documentation procedures for any late arrival or early departure.
- **Supervisors/Managers:** Ensure staff adhere to the SOP and maintain attendance records accurately.
- **HR/Admin:** Maintain records and review attendance patterns for compliance and action if required.

4. Procedure

1. **Notification**
   - Employees must inform their immediate supervisor/manager **as soon as possible** if they anticipate being late or need to leave early, preferably at least 30 minutes in advance.
   - Notification should be via the approved method (e.g., phone call, company messaging platform, or email).

2. **Approval**
   - The supervisor/manager reviews the request and either approves or denies it based on operational needs.
   - Repeated or unapproved late arrivals/early departures may result in disciplinary action.

3. **Attendance Recording**
   - Employees must record their actual arrival or departure time using the designated attendance system (e.g., punch card, digital clock-in/out, or attendance log).
   - Supervisors review and verify attendance entries daily.

4. **Documentation**
   - Employees must complete a **Late Arrival/Early Departure Form** if required, stating the date, time, and reason.
   - Supervisors must sign and submit forms to HR/Admin for record-keeping.

5. **Record Review**
   - HR/Admin to periodically review attendance records and provide reports to management and department heads for further action if needed.

5. Forms & Documentation

Form Name	Description	Location
Late Arrival/Early Departure Form	Details employee's request and reason for late arrival or early departure	HR Portal / Office Admin
Attendance Log	Record of daily arrivals and departures	Timekeeping System

6. Compliance & Disciplinary Action

- Failure to follow this procedure may result in disciplinary action as per company policy.
- Repeated offenses will be escalated according to the disciplinary matrix in the Employee Handbook.

7. Review & Updates

This SOP is reviewed annually or as operations require. Updates shall be communicated to all staff promptly.