

SOP Template: Guidelines for Managing Late Arrivals and Early Departures

This SOP provides **guidelines for managing late arrivals and early departures** to ensure consistent attendance policies, maintain workplace productivity, and foster employee accountability. It outlines procedures for reporting tardiness or early leave, consequences of repeated occurrences, and strategies for supervisors to handle exceptions and document attendance issues effectively.

1. Purpose

- Define a standardized process for managing late arrivals and early departures.
- Promote punctuality and accountability among employees.
- Ensure fairness and consistency in attendance management.

2. Scope

- This SOP applies to all employees and supervisors within the organization.

3. Definitions

Term	Definition
Late Arrival	Employee arrives after the scheduled start time without prior approval.
Early Departure	Employee leaves before the scheduled end time without prior approval.
Tardiness	Habitual late arrival to work or work-related obligations.

4. Procedures

4.1 Reporting Late Arrivals/Early Departures

- Employees must notify their direct supervisor as soon as possible, preferably before the scheduled start/end time, via approved communication channels (e.g., email, phone).
- Notification should include the reason for tardiness or early leave and the expected arrival/departure time.
- Supervisors must document all notifications for record-keeping.

4.2 Documentation

- Supervisors should record all late arrivals and early departures on the attendance tracking system.
- If supporting documentation (doctor's note, etc.) is required, employees should submit it within 48 hours.

4.3 Management of Recurrence

- Supervisors should monitor attendance patterns using monthly attendance records.
- If an employee has three or more late arrivals/early departures within a 30-day period, a verbal warning should be issued.
- Further incidents may lead to written warnings or corrective action according to HR policy.

4.4 Handling Exceptions

- Supervisors have discretion to approve justified exceptions (e.g., medical emergencies, sanctioned leaves).
- All exceptions must be documented, including supporting evidence if applicable.

5. Roles and Responsibilities

Role	Responsibility
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Employees	Report late arrivals/early departures promptly, provide reasons/documentation, and strive to adhere to work schedules.
Supervisors	Monitor, document, and address attendance issues; apply consequences consistently; handle exceptions fairly.
HR Department	Support policy enforcement, manage corrective actions, and assist in training on attendance policies.

6. Consequences

- Verbal warning for initial incidents.
- Written warning for repeated occurrences.
- Further disciplinary action as per company HR policy for habitual offenses.

7. Review & Updates

- This SOP should be reviewed annually or as required by changes in organizational policy.
- Updates must be communicated to all staff promptly.