Standard Operating Procedure (SOP): Late Arrival and Early Departure Procedures

This SOP establishes **late arrival and early departure procedures** to ensure consistent management of employee attendance and minimize disruptions to workflow. It details the protocol for notifying supervisors, documentation requirements, approval processes, and the impact on work schedules. The procedure aims to promote punctuality, maintain productivity, and uphold accountability within the organization by clearly defining expectations and steps to follow when arriving late or leaving early.

1. Scope

This procedure applies to all employees, contractors, and temporary staff who are scheduled to work onsite or remotely.

2. Definitions

- **Late Arrival:** Reporting to work after the scheduled start time.
- **Early Departure:** Leaving the workplace before the scheduled end time.

3. Procedure

1. **Notification**
   - Employees must notify their direct supervisor **as soon as possible**-preferably at least 30 minutes prior to their scheduled start or departure time.
   - Notification must be made via the agreed communication method (e.g., phone call, email, or organizational messaging platform).
2. **Documentation**
   - Employees are required to submit a completed Attendance Adjustment Form (or designated document) stating the reason for the late arrival or early departure.
   - Supporting documentation (e.g., medical certificate, appointment confirmation) may be required, especially for recurring occurrences.
3. **Approval Process**
   - The supervisor will review the request and supporting documents.
   - Approval or denial will be communicated to the employee within one business day when possible.
4. **Timekeeping and Scheduling**
   - All instances of late arrival and early departure must be recorded in the official timekeeping system.
   - Employees may be required to make up missed hours or utilize available leave, subject to supervisor approval and company policy.
5. **Repeated Occurrences**
   - Repeated late arrivals or early departures may result in progressive disciplinary action, as outlined in the Employee Handbook.

4. Responsibilities

- **Employees:** Follow the notification, documentation, and timekeeping protocols outlined above.
- **Supervisors:** Review and process all notifications and documentation in a timely manner, and report trends to HR.
- **HR Department:** Monitor attendance patterns, maintain records, and support supervisors with process enforcement.

5. References

- Employee Handbook â€" Attendance Policy
- Leave and Absence Management Policy
- Attendance Adjustment Form

6. Revision History

Date	Version	Description	Author

| 2024-06-15 | 1.0 | Initial SOP release | HR Department |