Standard Operating Procedure (SOP)

Methods for Marking and Categorizing Absences

This SOP details the **methods for marking and categorizing absences**, including defining criteria for excused absences, unexcused absences, and tardiness. It establishes standardized procedures for attendance tracking, documentation requirements, notification protocols, and categorization guidelines to ensure accurate and consistent recording of employee or student attendance status. The goal is to maintain clear attendance records, support compliance with policies, and facilitate effective absence management.

1. Definitions

Category	Description
Excused Absence	An absence that meets the institution's or company's set criteria and is supported with required documentation (e.g., medical note, prior approval).
Unexcused Absence	An absence that does not meet excused criteria or lacks appropriate documentation/notification.
Tardy	Late arrival or early departure as defined by organizational policy. May be subject to categorization as excused or unexcused.

2. Criteria for Categorization

- **Excused Absences:** Illness with doctor's note, bereavement, jury duty, approved leave, religious observance, or other accepted reasons.
- **Unexcused Absences:** Failure to notify, absence without valid reason or documentation, or not following notification protocols.
- **Tardy:** Arriving after the scheduled start time or leaving before scheduled end time. Can be excused (e.g., transit delays with proof) or unexcused.

3. Attendance Tracking Procedure

1. Daily attendance is taken at the start of the scheduled period.
2. Absence or tardiness is noted immediately in the attendance record or system.
3. Attendance records must indicate:
   - Name of individual
   - Date
   - Status (Present, Excused, Unexcused, Tardy)
   - Reason and documentation received

4. Documentation Requirements

- **Excused Absences:** Must be supported by valid documentation as per policy (e.g., doctor's note, approval email).
- **Unexcused Absences:** Marked if no valid documentation is provided or protocols not followed.
- **Tardy:** Explanation and documentation (if required) must be submitted for review.

5. Notification Protocols

1. Individuals must report anticipated absences/tardiness as early as possible, preferably before the scheduled start time.
2. Notifications are to be made via designated channels (e.g., email, attendance portal, phone).
3. Failure to notify according to protocol may result in unexcused status.

6. Categorization and Record-keeping

1. Review submitted notifications and documentation.
2. Categorize the absence/tardy record according to criteria above.
3. Update the attendance management system promptly.
4. Retain documentation as per record-keeping policy.

7. Compliance and Review

- Attendance records are subject to periodic review for accuracy and policy compliance.
- Individuals failing to comply with procedures may be subject to corrective action as per policy.

8. Revision History

Date	Version	Description
2024-06-XX	1.0	Initial SOP release