

# SOP Template: Policy for Unauthorised Absences and Disciplinary Actions

This SOP defines the **policy for unauthorised absences and disciplinary actions**, detailing the procedures for reporting absences, identifying unauthorised leave, and the steps for addressing violations. It includes guidelines for employee notifications, documentation requirements, disciplinary measures, and appeal processes to maintain workplace discipline and ensure consistent enforcement of attendance policies.

## 1. Purpose

To establish a standard process for managing unauthorised absences and applying disciplinary actions fairly and consistently across the organisation.

## 2. Scope

This policy applies to all employees of [Company/Department Name] regardless of position or employment status.

## 3. Definitions

Term	Definition
Unauthorised Absence	Any absence not approved in advance or not in accordance with company leave policies.
Authorised Absence	Absences properly approved by a supervisor or covered by leave entitlements.
Disciplinary Action	Corrective measures taken in response to violations of attendance policy.

## 4. Procedures

### 4.1. Reporting Absences

- Employees must notify their immediate supervisor as soon as possible when unable to report for work, preferably within one hour of the scheduled start time.
- Notification should include the reason for absence and expected date of return, where known.
- Acceptable notification methods: phone call, company email, or approved internal systems.

### 4.2. Identifying Unauthorised Absences

- Absences without prior approval or valid reason are considered unauthorised.
- Failure to notify the supervisor on time may result in the absence being classified as unauthorised.
- HR or management will review attendance records regularly to identify violations.

### 4.3. Documentation Requirements

- Employees may be required to provide supporting documentation (e.g., medical certificate) for absences exceeding [number] days.
- All unauthorised absences are to be documented in the employee's personnel file.

### 4.4. Disciplinary Measures

Offense	Disciplinary Action
First Offense	Verbal warning and counseling
Second Offense	Written warning
Third Offense	Final written warning or suspension
Subsequent Offense	Termination of employment

- Severity of disciplinary action may depend on the number of infractions, mitigating circumstances, and impact on operations.

4.5. Appeals Process

1. Employees may appeal disciplinary actions by submitting a written request to HR within [number] working days of the decision.
2. HR will review the case, seek further evidence if required, and communicate the final decision in writing within [number] days.

5. Roles and Responsibilities

- **Employees:** Adhere to attendance policy, notify supervisors of absences, and provide documentation as required.
- **Supervisors/Managers:** Record absences, verify reasons, enforce policy consistently, and initiate disciplinary actions where necessary.
- **HR Department:** Maintain attendance records, oversee disciplinary process, and manage appeals.

6. References

- Employee Handbook
- Relevant Labor Laws
- Company Leave Policies

7. Revision History

Version	Date	Description	Author
1.0	[Date]	Initial release	[Name]