

SOP Template: Corrective Actions for Attendance Policy Violations

This SOP details the **corrective actions for attendance policy violations**, covering identification of attendance issues, communication with employees, implementation of disciplinary measures, documentation requirements, and follow-up procedures to ensure compliance. The goal is to maintain consistent attendance standards, promote accountability, and support a productive work environment by addressing violations promptly and fairly.

1. Purpose

To provide a standardized process for addressing and correcting **attendance policy violations** to ensure compliance and maintain productivity.

2. Scope

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

3. Responsibilities

- **Supervisors/Managers:** Monitor attendance, document violations, communicate with employees, and enforce corrective actions.
- **HR Department:** Provide support, review documentation, and ensure procedures are followed.
- **Employees:** Abide by attendance policies and cooperate in corrective procedures.

4. Procedure

1. **Identification of Attendance Issues**
 - Regularly review attendance records for unexcused absences, excessive tardiness, or patterns of absenteeism.
 - Flag employees who violate attendance policies as per established thresholds.
2. **Communication with Employee**
 - Schedule a confidential meeting with the employee to discuss the attendance issues.
 - Present supporting data and allow the employee to provide explanations.
3. **Implementation of Corrective/Disciplinary Actions**

| Violation Level | Corrective Action |
|-----------------------|---|
| First Violation | Verbal Warning; counseling on attendance expectations. |
| Second Violation | Written Warning; reiteration of policy and consequences. |
| Third Violation | Final Written Warning; develop a performance improvement plan (PIP). |
| Subsequent Violations | Suspension or termination in accordance with company policy and laws. |

4. **Documentation**
 - Document all discussions, warnings, and actions in the employee's personnel file.
 - Ensure records remain confidential and accessible only to authorized personnel.
5. **Follow-up & Review**
 - Monitor the employee's attendance after corrective actions are implemented.
 - Conduct check-ins to provide feedback and support improvement efforts.

5. Review & Revision

This SOP will be reviewed annually or as necessary to ensure effectiveness and legal compliance.

6. References

- Attendance Policy
- Employee Handbook
- Company Disciplinary Procedures

