



## **SAMPLE ATTENDANCE POLICY**

Spirit Lake Consulting, Inc.  
Policy and Procedures Manual

### **Attendance Policy**

Employees and contractors are expected to work the hours scheduled unless prior arrangements have been made with the supervisor. Our policy is as follows:

- First, unscheduled absence – verbal warning.
- Second unscheduled absence – written letter.
- Third unscheduled absence – termination.

Absences due to personal illness or illness of a dependent family member are not considered unscheduled absences. However, we are a small company and have very little in extra personnel. Excessive absences for any reason may be considered grounds for termination. Excessive absences is defined as an average of three days per month over the employees' service with the company. The same procedure will be followed for excessive absences, with a verbal warning, followed by written warning, followed by termination.