



ATTENDANCE POLICY CHECKLIST

Directions: For each question, check the box only if you can thoroughly answer each question. Questions left blank indicate those areas in your organization's attendance policies that likely need updating.

- Have you determined a method for recording non-exempt employee hours?
- Are exempt employees required to record hours worked?
- Is there a system by which you can maintain an exempt worker's attendance record?
- Are employee hours managed by individual departments?
- Who is responsible for overseeing each department's attendance records?
- Are employees aware of whom they should contact if they are going to be absent?
- How much notice should employees give for expected absences?
- How many absences will be permitted, and within what time frame will that number be allowed?
- How many absences will be considered excessive?
- How will violators of your attendance policies be disciplined?
- Will you reward good attendance?
- Are employees aware of your attendance policy?