



Employee Time & Attendance Policies and Procedures Template



How we Manage The Recording of Employee Attendance.

Introduction:

We use _____ to improve our payroll process and to ensure we are compliant with the record keeping requirement of the Employment Relations Act 2000 and the Holidays Act 2003 (see below)

Our primary focus in doing this is to....

- **Ensure you are paid accurately.** There will be no longer be the need for paper timesheets, manual calculation of your hours or manual keying the data into our payroll system.
- **It speeds up the payroll process** which means **you will be paid on time.**
- We have selected a system which **is very simple to use** and so long as you **clock in and out/enter your time** (delete one) each day you will be **paid accurately.**
- It is fair, in that _____ **automates the application of our company's attendance rules.** It's simple – **Clock In/Clock Out Enter your Time** (delete one) = **Get Paid.**
- It ensures you are **paid correctly for Public Holidays**, whether worked or not. It will also help us to manage other leave such as Annual Leave, Sick Leave etc.
- **Privacy is important to us.** All data recorded in relation to your attendance (including times, dates, locations, and images, where used) **is kept secure and is only accessible by an authorised administrator.** The data is used for the sole purpose of verifying attendance and paying staff correctly. No data is shared with a third party unless required by law.
- It ensures we are compliant with the record keeping requirement of the Employment Relations Act which requires us to **keep accurate and easily accessible records of all employee attendance and leave taken.**
- It also helps us to **know who is on site for Health and Safety management.** This is something we are required to know by law.

The key to making this process work is the **Active and Mutual Engagement** in the process by everyone in the business. It will take all parties working together to make sure our attendance process is successful.

Keeping accurate records - Employment Relations Act 2000

Employers must keep complete and accurate records of wages, time, leave and also other details employment agreements, plus more.

As an employer, you must keep wage and time, and holidays and leave records that comply with the Employment Relations Act 2000 and the Holidays Act 2003. In particular, you must be able to show that you've correctly given your employees all minimum employment entitlements such as the minimum wage and annual holidays.

Among other things these records must include:

- The number of hours worked each day in a pay period and the pay for those hours.
- The dates of leave taken, including annual holidays, sick leave and bereavement, and payment received for each.
- The dates and number of hours worked on public holidays and the payment for these; the date (or 24-hour period) the public holiday or any part of it has been transferred to, and the date the employee became entitled to any alternative holiday (day-in-lieu).
- The dates of, and payments for, any public holidays or alternative holidays they didn't work but were entitled to holiday pay.

<https://www.employment.govt.nz/hours-and-wages/keeping-accurate-records/>

Our Employee Attendance Policy

Policy brief & purpose

This **employee attendance policy** outlines our expectations for our employees' when recording their hours of work.

Employees here at **[your company name]** are expected to be present for work, on time, every day. Regular attendance and punctuality are important to keep our team and the company running smoothly. Arriving late, being tardy, or absence from work causes disruptions and burdens colleagues.

Policy elements

Most employees need to collaborate with their colleagues to do their job. To make this collaboration easier, we expect you to be punctual and follow the schedule you and your manager have agreed on. Please refer to your Employment Agreement for expected hours/work pattern.

If you are absent or late on occasion, you should have a good reason.

Being consistently tardy or absent can cause problems to your colleagues who may have to shoulder your work. This behaviour may bring about a "bad attendance" record and you may need to go through a disciplinary procedure.

Clocking in and Out

You are required to clock in when you arrive, **assuming you are ready to work**. This will include being in uniform and/or safety gear where required. Then at the end of your shift you will clock out.

If you have been instructed to do so you should also clock for unpaid meal breaks, in particular if you leave the premises as we need to know who is on site for health and safety.

Failure to clock-In or clock-out.

Employees must clock-in and clock-out for each shift. If there is any problem recording a clock-in or clock-out, you should inform your manager immediately. Employees who consistently fail to clock-in or clock-out may receive disciplinary action, up to and including termination.

Buddy Punching - Clocking-In or Clocking-out for another employee.

You are responsible for your own clock records and must not ask another employee to clock in/out for you or clock on their behalf. Doing so is considered time theft and may result in disciplinary action, up to and including termination if proven.

Grace Period When Clocking **[Optional]**

Employees are given a **_____** minute grace period at the start and end of each scheduled shift.

Breaks **(Edit or delete as required)**

As per our Employment Agreement Employees are entitled to paid and unpaid breaks and these will be managed as follows:

1. Employees **need to/do not need to** clock out and back in for Unpaid Lunch/M meal Breaks.
2. Employees **need to/do not need to** clock out and back in for Paid Rest Breaks.

- Work period between 2 hours and 4 hours

If an employee's work period is 2 hours or more but not more than 4 hours, the employee is entitled to one 10-minute paid rest break.

- Work period between 4 hours and 6 hours
If an employee's work period is more than 4 hours but not more than 6 hours, the employee is entitled to—
(a)one 10-minute paid rest break; and
(b)one 30-minute meal break.
- Work period between 6 hours and 8 hours
If an employee's work period is more than 6 hours but not more than 8 hours, the employee is entitled to—
(a)two 10-minute paid rest breaks; and
(b)one 30-minute meal break.

Approved Leave [Optional]

Use of any Annual Leave or Alternative Leave must be applied for days prior using the process prescribed in our company Leave Policy and be approved by your manager. If you are unsure how this process should work, please refer to your Manager.

Bereavement Leave – We understand that the need for Bereavement Leave can be stressful. Please notify your Manager as soon as possible and follow the process prescribed in our company Leave Policy.

Absenteeism and Tardiness

Employees are required to report an absence by: **[Enter your procedure for reporting an absence].**

Employees must report each day they are absent. Failure to call one hour prior to a shift will result in a "no show" being recorded.

What is absenteeism and tardiness?

- **Absenteeism** refers to frequent absence from an employee's job responsibilities. This includes not coming to work when required or taking excessive sick leave without being able to submit a doctor's note.
- **Presenteeism** refers to being present at work beyond your schedule even when we don't require overtime. This can cause you to overwork and have an impact on your productivity and job satisfaction. We want to ensure that you keep your schedule both when coming to work and leaving.
- **Tardiness** refers to coming in late, taking longer breaks than you're entitled to and constantly leaving earlier from work without reason. We probably won't mind if occasionally you're a bit late one morning or leave a little earlier on a Friday. But, we want to make sure you generally follow your schedule and you don't cause disruption in our workplace.
- You are responsible for recording your arrival, departure, and break times through our _____ System

Please be diligent in recording your hours, so you can receive your due payment.

Unforeseen absences

If you can't come in to work one day, please notify your manager as soon as possible. We will understand if you have good reasons for being absent, even if you don't report it. Those reasons usually involve serious accidents and family or acute medical emergencies. We may ask you to bring us doctor's notes or other verification. In these cases, we will record your absence as "excused."

The following list, although not exhaustive, includes reasons that we don't consider excused absence:

- Waking up late.
- Stopping on the way to work for personal reasons.
- Traffic or public transportation delays excluding situations that result in closing of roads.
- Bad weather, excluding extreme weather conditions like blizzards, hurricanes and floods.
- Holidays that haven't been approved.

Disciplinary action

If your manager suspects you are abusing your sick leave, you may need to submit doctor's notes to avoid our progressive discipline process.

If you are being tardy unintentionally, corrective counselling will be our first attempt as a solution. We may take disciplinary action that goes up to and including termination if:

- Corrective counselling doesn't work.
- We find that you are wilfully tardy.
- Your tardiness or absenteeism impacts your work.

Unexcused and unreported absences don't count as hours worked, so we won't compensate you for them.

Your Manager's responsibility

Your manager is responsible for monitoring the teams attendance. If they notice that a team member is consistently late or absent, they will arrange a private meeting to discuss.

They will ascertain whether you are experiencing issues with your schedule or whether you need help balancing your personal life with work. [OPTIONAL] Flexible hours, work from home or time management training options may provide a solution.

If they suspect that you are abusing your sick leave or being wilfully tardy, an appropriate discipline process may be instigated.

As we mentioned earlier, the primary focus of this policy is to....

- ***Ensure you are paid accurately.***
- ***To speed up the payroll process.***
- ***To ensure everyone is treated equally and fairly***
- ***Keep us compliant with the record keeping requirement of the Employment Relations Act.***
- ***Ensure we know who is on site for Health and Safety management.***

Thank You for your co-operation in ensuring we have an effective and productive workplace.

Signed by _____ (Staff Member) ____/____/____

Signed by _____ (Manager) ____/____/____