



**Company Policy  
For  
Timekeeping**

Company Policy

Issue Date

Review Date

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All employees are expected to report for work punctually and to observe the normal hours of work laid down in their contract of employment. Failure to report for work on time is detrimental to the efficient running of the business and imposes an unnecessary burden on colleagues.

If you are going to be late for work, you must make every effort to contact your line manager by telephone as soon as reasonably practicable to notify them of this fact and of the time you expect to arrive. If you are then late for work, you must report to your line manager and explain the reason for your lateness before starting work.

If it becomes necessary for you to leave work before your normal finishing time or to take time off work during normal working hours (even in circumstances of a family emergency), prior authorisation must be obtained from your line manager. You must then report to your line manager on re-starting work. In respect of family emergencies, please see the section on Time Off for Dependents for further information.

Except in the normal course of your job duties and during your lunch break, you must not leave your place of work without prior authorisation from your line manager.

Your line manager will monitor your timekeeping on an on-going basis. Such monitoring will include visual observation and/or electronic swipe-card data (where appropriate).

You have no contractual or statutory right to be paid for time not worked due to lateness or absence. Any payments made by the Company in such circumstances are done so in its absolute discretion.

Failure to comply with the above rules and procedures without reasonable excuse and/or persistent poor timekeeping are serious offences and will be dealt with in accordance with the Company's disciplinary procedure.

Signed

..... Date:.....