

Policy: Notification of Employee Absences and Lateness

Purpose: This policy outlines the procedures for managers to notify the leadership team when one of their direct reports calls out from work or will be late. Timely communication ensures proper coverage and management of team resources.

Policy Statement: It is the responsibility of managers to promptly inform the leadership team whenever one of their direct reports calls out from work or indicates that they will be late. This notification process helps maintain operational efficiency and ensures appropriate action is taken to manage workflow and support employees.

Procedures:

1. Employee Absence Notification:

- When a manager is informed by a direct report that they will be absent from work due to illness, personal reasons, or any other circumstances, the manager must take the following steps:
 - Contact the absent employee as soon as possible to gather relevant information about the absence, such as the reason and expected duration.
 - Verify the absence details and ensure they comply with company policies regarding leave and absence reporting.
 - Document the absence in the company's absence management system or designated tracking tool.

2. Notification to Leadership Team:

- Upon confirmation of the employee's absence, the manager must promptly notify the leadership and management team using the preferred communication method established by the organization. This could be via email, text message, or through a designated communication platform.
- The notification should include the following details:
 - Employee's name and position.
 - Reason for the absence.
 - Anticipated duration of the absence.
 - Any relevant information related to work coverage or impact on ongoing projects.

3. Employee Lateness Notification:

- If a direct report informs the manager of their lateness for work, the manager should:

- Acknowledge the lateness and assess its impact on the team's workflow or operations.
- Determine if any immediate adjustments are required to accommodate the late arrival.
- Document the lateness in the attendance or timekeeping system, if lateness is reoccurring and / or is considered excessive.

4. **Follow-Up Communication:**

- Managers are encouraged to follow up with the leadership team as necessary to provide updates on the employee's status and any developments related to the absence or lateness.
- If the absence or lateness extends beyond the initially reported duration, the manager should communicate this to the leadership team promptly.

Compliance: All managers are required to adhere to this policy and ensure timely and accurate notification of employee absences and lateness to the leadership team. Failure to comply with this policy may result in disciplinary action.

Responsibilities:

- **Managers:** Responsible for promptly notifying the leadership team of employee absences or lateness and documenting such occurrences.
- **Leadership Team:** Responsible for ensuring appropriate coverage and support in response to employee absences or lateness reported by managers.

Effective Date: This policy is effective immediately upon issuance and applies to all managers and leadership team members within the organization.