



LATENESS POLICY

- 1) You must attend for work punctually at your specified start time and you are required to comply strictly with any time recording procedures relating to your work.
- 2) All absences must be notified in accordance with the sickness reporting procedures laid down in Handbook.
- 3) If you are going to be late for work you must contact your line manager by telephone as soon as possible before your start time, giving the reason for your lateness and when you expect to arrive at work. E-mails and text messages are not an acceptable form of notification.
- 4) If you are hourly paid and you "clock in" more than four minutes late (e.g. at 8.05 am) you will lose 15 minutes pay. If you "clock in" more than 19 minutes late (e.g. at 8.20 am) you will lose 30 minutes pay and so on.
- 5) If you arrive for work more than one hour late without having previously notified us, other arrangements may have been made to cover your duties and you may be sent off the premises for the remainder of the day without pay.
- 6) Lateness or absence may result in disciplinary action and/or loss of appropriate payment.