

Employee Lateness & Punctuality Policy



Ensuring employees come to work on time and being able to hold them accountable if they don't.

Tardiness costs Canadian businesses about \$3,600 per employee per year in lost productivity and other direct and indirect costs (according to leading consulting firm Circadian). And those losses only count hourly employees. Ensuring employee punctuality is one of your most important responsibilities as an HR director. The first thing you need to meet that challenge is a clear and effective lateness and punctuality policy. Here's a template you can adapt to create one.