## EARLY RELEASE AND LATE PUNCH POLICY

[Organization Name] expects employees to arrive on time. Work schedules will be enforced to ensure adequate staffing, employee morale, and productivity standards across the organisation. Nevertheless, [Organization Name] acknowledges that there are certain situations that call for employees to punch in late to leave work early.

This policy aims to provide general guidelines for the implementation of early release and late arrival.

POLICY

**LATE PUNCH**

Any schedule changes must be approved by the supervisor in advance. This includes requests for appropriate accruals and late arrivals or early departures. Departments can decide whether or not to count a tardy, absence, or failure to clock in or out as an occurrence. Human Resources can help supervisors evaluate extenuating circumstances.

An employee is tardy if they:

* Fail to report to work at the scheduled time.
* Leave work before the end of the assigned/scheduled work time.
* Take unauthorized extended meal or break

**Clock-in/out**

Employees must record their actual hours worked according to established guidelines. A missed clock in/out is a violation of this policy and includes:

* Failure to clock in/out on/of the designated time clock at the start and/or end of their assigned shift;
* Failure to clock in/out during the meal breaks;
* Inaccurate or late reporting of time worked;
* Clocking in/out early or late with no prior approval

**Notification Procedure**

Employees who wish to arrive at or leave early from a shift must notify their supervisor or designee in advance.

No-Call/No-Show incidents will be dealt with using disciplinary actions.

**EARLY RELEASE**

The [Organization Name] recognizes that situations arise that require employees to leave early. The following are examples of acceptable reasons for employees to leave work early:

* Medical appointments
* Family Emergency
* Illness
* Weather conditions
* XXX
* XXX
* XXX

Early Releases for the reasons mentioned above need to be kept to a minimum.

Office Closure

In the event of a power outage, severe weather, or transportation issues, [Organization Name] or a portion of it may suspend operations or release employees. If necessary, the [INSERT DEPARTMENT] will issue specific details, and Human Resources will issue information about pay practices.

The [INDICATE PERSON IN CHARGE] has the authority to close [Organization Name].

Emergency the following emergency contact information are posted across the [Organization Name]:

Tel No. XXXX

Email: XXXX

In the absence of an announcement, assume that [Organization Name] remains in full operation and will not release employees. Employees who request to be released may be released without pay, or their time may be charged to personal leave or vacation.

*Essential Employees*

The following essential employees are required to stay:

* XXX
* XXX
* XXX

Employees involved in these essential services are only excused from work with supervisory approval. The following are acceptable reasons for an essential employee to be permitted an early leave:

* Illness
* XXX
* XXX
* XXX

*Variations in Emergency Situations*

The impact of emergencies on employees and operations varies by shift and location. For example, [Organization Name] may close on certain shifts or at certain locations. In some cases, the company may not close but release employees early due to transportation or other issues affecting only that shift. Each situation is assessed and a decision is made based on the local conditions or forecasts.

*Closing Pay*

The pay policy will vary depending on the nature and impact of the emergency. Pay policies are usually not announced until the next day because the emergency may affect all shifts. Supervisors should not commit to closing pay until the pay guidelines are announced.

An emergency closure is not a holiday. Holiday pay policies do not apply, and not all employees get the same amount of time off or pay.

When work is unavailable due to an emergency, [Organization Name] is not required to reimburse employees. The company retains the right to decide whether to close, whether to pay employees and how much.

Only employees scheduled to work on the day the closing takes place are eligible for closing pay. Employees called in or instructed to report for work but fail to do so are not eligible for closing pay. An exception may be made with the approval of the Human Resources Officer.

Closing pay for hours of an emergency closing or early release is paid at the same rate as regular pay, plus any shift differential that is due. Any employee regularly scheduled to work on the day the closing takes place but did not do so receives a closing pay for the hours of closing or early release.

Emergency closings and early releases do not count as premium hours for the workweek and are not paid as premium hours either.

Essential employees working on the closing or early release are paid in the same way as time worked.

An employee on leave when the closing day takes place receives no time off or pay.

Any questions regarding this policy should be directed to [INSERT DEPARTMENT].