

White Rose Rugby Ltd

## **Timekeeping Policy**

1 January 2024

### **1. Introduction**

This Timekeeping Policy sets down the Company's standards for the management of employee attendance and timekeeping. The policy also explains how employee attendance and timekeeping are monitored and how issues arising from them are dealt with.

### **2. Standards of Timekeeping**

Employees are responsible for ensuring they arrive at work punctually in order to enable them to begin work at the appointed start time. An employee's start time is when they are expected to start work, not the time the employee is expected to arrive at work. Similarly, employees are required to remain at work and be working until their appointed finish time.

Employees who need to leave the workplace prior to their contractual or scheduled finish time (even in circumstances of family emergency) should discuss the matter with their line manager in advance. Employees may only finish work early with their line manager's prior approval.

Failure to report for work on time is detrimental to the efficient running of the business. Lateness can impose unnecessary and unfair burdens on work colleagues.

### **3. Lateness**

Employees who are unable to attend work at their contracted or scheduled start time should contact their line manager prior to their start time. Employees should notify their line manager of the reasons for their lateness and their anticipated arrival time. A late employee should report immediately to their line manager upon arrival at the workplace to confirm their attendance.

Employees have no contractual or statutory right to be paid for time not worked on account of lateness or absence. Any payments made by the Company in such circumstances are made at its absolute discretion.

### **4. Monitoring attendance**

The Company will monitor employee timekeeping on an ongoing basis. This monitoring includes visual observation and SLING data. Line managers will keep records of the dates and number of occasions of employee lateness, together with the duration of lateness and details of whether or not this time was made up.

On arrival at the workplace, employees are expected to clock in using SLING. Upon departure from the workplace, employees are also expected to clock out using SLING.

Employees should be aware that a failure to follow the correct procedure in relation to signing in/out using SLING will result in the Company having incorrect records of hours worked. This will result in the incorrect information being used by payroll for making salary payments.

Signing in for, or on behalf of, another employee is classed as gross misconduct under the Company's disciplinary procedure and may result in summary dismissal.

**5. Informal Action**

Where issues are identified with an employee's timekeeping, the first step will involve an informal discussion with the employee. Depending on the employee's explanations, the line manager may be able to make temporary or permanent changes to working hours to assist the employee to keep to their start times. The line manager will take into account operational needs and requirements in deciding whether or not such arrangements can be made.

The line manager will set clear timekeeping standards at the informal meeting, so the employee is aware of the standards expected of them. The line manager will make clear that a continued failure to adhere to the timekeeping policy, or any new arrangements made as a result of informal meetings, could result in disciplinary proceedings.

**6. Formal Disciplinary Action**

Failing to comply with the Company's timekeeping policy, or exhibiting persistent poor timekeeping standards without reasonable excuse, are disciplinary offences and will be dealt with in accordance with the Company's disciplinary procedure. Disciplinary action could lead to the dismissal of the employee.

**This policy has been approved & authorised by:**

**Name:** Dave Duxbury  
**Position:** Director  
**Date:** 1 January 2024  
**Signature:** 