

TASK DETAILS	
Title	DEVELOPING ATTENDANCE PROCEDURES AND POLICIES
Type	TEAM
Activity Stage	BUSINESS PROCESS
Department	HRD
Duration	1 SESSION, 2 LESSON HOUR
LEARNING OBJECTIVE	OUTPUT
	Company attendance policy

INTRODUCTION

To support company performance, employees are required to work in the office according to predetermined days and hours. To manage employee discipline, procedures for recording attendance and policies related to attendance are necessary.

No	ACTIVITY
1	<p>Developing Attendance Procedures</p> <p>The VP and department members hold a departmental meeting to create the attendance procedures as follows:</p> <ol style="list-style-type: none"> 1. Study the attendance recording table available in the VCI Portal ▪ Include the names of all employees in the table. Practice filling it out carefully to avoid errors. 2. The company may use or design a different attendance table that is more convenient for recording purposes.
2	<p>Drafting Attendance Policies</p> <p>The VP and department members continue the discussion to establish the following policy components:</p> <ol style="list-style-type: none"> 1. Flexible or fixed working hours, including a grace period for lateness (e.g., 10 minutes). 2. Violation points system for lateness and unexcused absences. 3. Permission and leave system, including a digital application process. 4. Overtime compensation, overtime limits, and leave accruals. 5. Attendance requirements on important event/meeting days. <p>Compile these points into an official document titled "Company Attendance Policy", to be approved by the CEO. Ensure that the policy reflects a balance between employee discipline and well-being.</p>

3	<p>Simulation of Policy Announcement and Socialization</p> <ul style="list-style-type: none"> The VP of HR schedules a presentation session for all employees to: <ol style="list-style-type: none"> Explain the new procedures and policies. Emphasize the importance of attendance as part of the company's work culture. Also prepare a summarized version of the policy in the form of: <ul style="list-style-type: none"> An official email to be sent to all staff. A short infographic (can be created using Canva) to be shared in internal discussion groups.
---	---

REFERENCE

Harvard Business Review: "What Flexible Working Hours Really Mean"

SHRM (Society for Human Resource Management) – "Attendance Policy Guidelines"

Forbes: "How to Build a Culture of Accountability and Trust in the Workplace"

TASK TEMPLATE

Employee Attendance Record ([LINK](#))