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LATE ARRIVAL REPORT

- **Document Code:** HR-023
- **Version:** 1.0
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Purpose:

To track **late arrivals, unauthorized absences, and policy violations**, ensuring compliance with attendance rules.

SECTION 1: EMPLOYEE DETAILS

Field	Details
Employee Name	
Employee ID	
Designation	
Department	
Reporting Manager	

SECTION 2: ATTENDANCE VIOLATION DETAILS

Violation Type	☐ Late Arrival ☐ Unauthorized Absence ☐ Early Exit
Date(s) of Violation	
Number of Late Arrivals in Month	
Total Absenteeism Days	
Reason Provided by Employee	

SECTION 3: ACTION TAKEN

- ✅ **First Offense:** ☐ Verbal Warning
- ✅ **Second Offense:** ☐ Written Warning
- ✅ **Third Offense:** ☐ Salary Deduction ☐ Further Disciplinary Action

Reviewed By (HR Representative): _____ **Date:**

Final Decision (Managing Director): _____ **Date:**

Note: Excessive absenteeism may lead to **disciplinary action, suspension, or termination**.