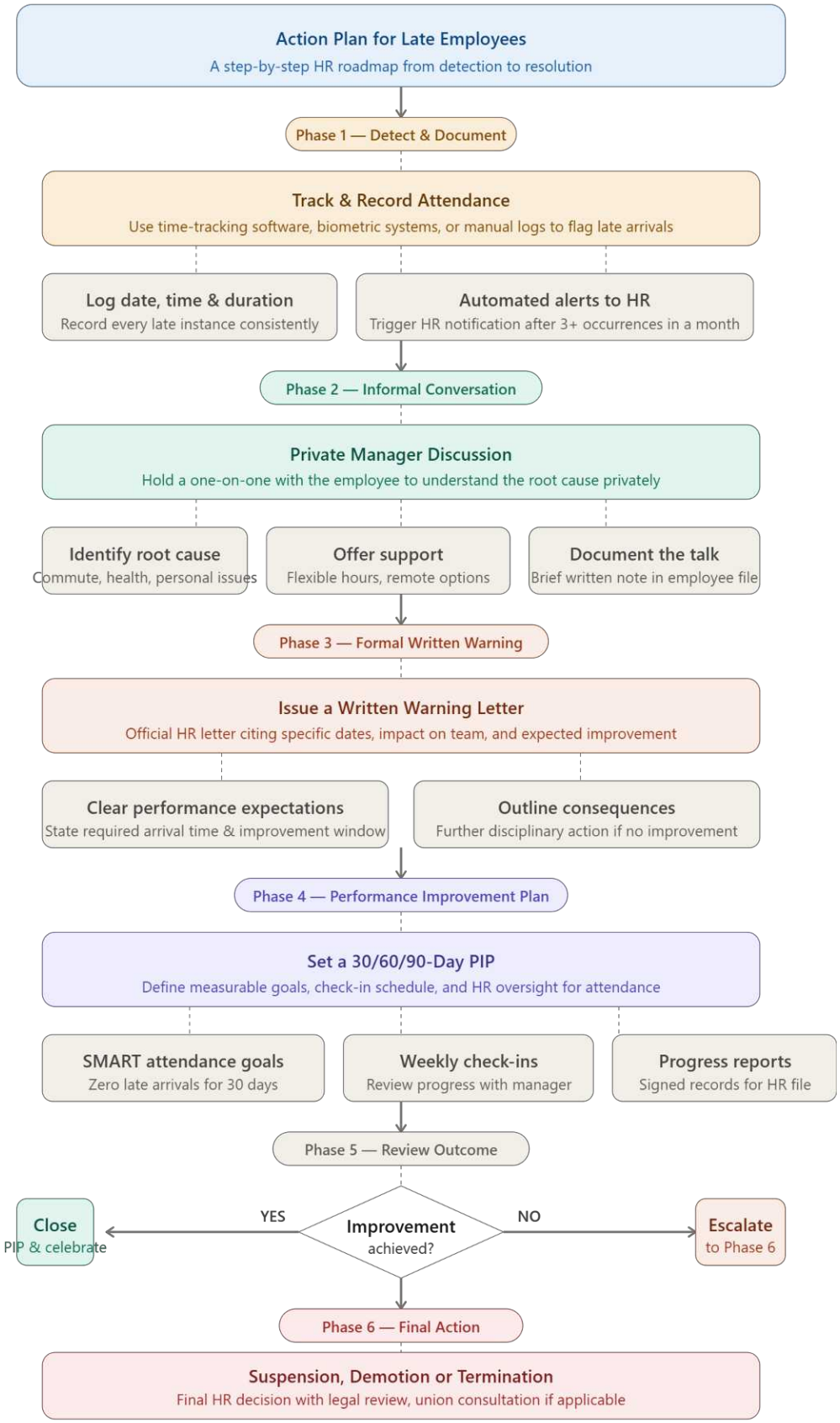
Action Plan for Late Employees
A step-by-step HR roadmap from detection to resolution
Phase 1 — Detect & Document
Track & Record Attendance
Use time-tracking software, biometric systems, or manual logs to flag late arrivals
Log date, time & duration
Record every late instance consistently
Automated alerts to HR
Trigger HR notification after 3+ occurrences in a month
Phase 2 — Informal Conversation
Private Manager Discussion
Hold a one-on-one with the employee to understand the root cause privately
Identify root cause
Commute, health, personal issues
Offer support
Flexible hours, remote options
Document the talk
Brief written note in employee file
Phase 3 — Formal Written Warning
Issue a Written Warning Letter
Official HR letter citing specific dates, impact on team, and expected improvement
Clear performance expectations
State required arrival time & improvement window
Outline consequences
Further disciplinary action if no improvement
Phase 4 — Performance Improvement Plan
Set a 30/60/90-Day PIP
Define measurable goals, check-in schedule, and HR oversight for attendance
SMART attendance goals
Zero late arrivals for 30 days
Weekly check-ins
Review progress with manager
Progress reports
Signed records for HR file
Phase 5 — Review Outcome
Improvement
achieved?
YES
Close
PIP & celebrate
NO
Escalate
to Phase 6
Phase 6 — Final Action
Suspension, Demotion or Termination
Final HR decision with legal review, union consultation if applicable