

# COMPANY NAME

Company Address | Contact Details | Logo Placeholder

## Late Coming Policy for Employees

This policy defines rules, expectations, and actions related to late coming in the workplace. It ensures fairness, discipline, and smooth operations across the organization.

### 1. Definition of Late Coming

Any employee arriving after the official start time (e.g., 9:00 AM) will be marked as late.

### 2. Grace Period

A grace period of 5–10 minutes may be allowed depending on company rules.

### 3. Reporting Procedure

Employees must inform their reporting manager in advance in case of delay with a valid reason.

### 4. Warning System

- First Instance: Verbal Warning
- Second Instance: Written Warning
- Third Instance: Final Notice

### 5. Disciplinary Actions (Punishment for Late Employees)

- Salary Deduction: Only for actual time missed, as per applicable labor laws
- Leave Deduction: Half-day leave may be applied for repeated late coming
- Warning Letter: Formal documentation for repeated behavior
- Suspension/Termination: In serious or continuous cases

### 6. Exceptions

Late coming may be excused in genuine cases such as medical emergencies, accidents, or unavoidable situations, subject to approval.

### 7. Legal Compliance (India)

All actions under this policy will follow applicable Indian labor laws. Salary deductions will be proportional and fair, and no unfair penalties will be imposed.

### 8. Effective Date

This policy is effective from: \_\_\_\_\_

### Approval & Signatures

Employee Name	Signature	Date
_____	_____	_____
HR Name	Signature	Date
_____	_____	_____