



Maple Cleaning: Timekeeping and Attendance Policy: 2026

1. Purpose

To establish expectations for reliable attendance, punctuality, and accurate timekeeping, supporting fair payroll practices and consistent service delivery across all Maple Cleaning locations.

2. Scope

This policy applies to all full-time, part-time, and casual employees and contractors of Maple Cleaning Services.

3. Timekeeping Procedures

- Employees must accurately record their **start and finish times** each shift using the approved method (e.g. mobile timekeeping app, physical sign-in sheet, or site-specific register).
- **Supervisors** are responsible for verifying attendance records and approving timesheets for payroll.
- Timesheets must be submitted **in full and on time** by the end of the payroll period (weekly or fortnightly).

3.1 Falsification of Records

Tampering with, falsifying, or misreporting attendance—either for oneself or another employee—will be treated as serious misconduct.

4. Attendance Expectations

- Employees must report for duty **on time** and be ready to work at the scheduled start time.
- Repeated lateness may result in performance review or disciplinary action.
- Absences without notice will be logged as unauthorised and may impact continued employment.

5. Absences and Notification

- If unable to attend work, employees must notify their supervisor or manager **at least one hour before** the shift begins.
- Notification should include the **reason** and **estimated return date**.
- In the case of illness, a **medical certificate** may be required for absences longer than two days or when requested by management.

6. Leave Requests

- Employees are expected to submit **planned leave requests** in writing with at least **2 weeks' notice**, unless in emergencies.
- All requests are subject to operational needs and must be approved by management prior to the leave commencing.

7. Disciplinary Action

Failure to adhere to this policy, including no-shows, lateness, or inaccurate time reporting, may result in warnings or disciplinary action in accordance with company procedures.