

Attendance & Leave Policy

Energy, Power & Renewables

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This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

Background

Drafts an attendance and leave policy for an energy business aligned to Shops and Establishment norms — full policy text, leave types (casual, sick, earned, weekly off, festival) with entitlement and rules, and site-attendance handling for field staff. Use this for a fair attendance system. Align the specifics to your state rules.

Purpose of this tool & output

A fair attendance system

How the output is used

Use it to set a fair attendance and leave policy — working hours, leave types, approvals and site-attendance rules — and share it with staff.

Who receives it

The policy is issued to all employees and site crews, and forms part of the HR handbook.

Important cautions

AI-generated draft; align with your state rules and review.

Companion documents

- Energy Sector Hiring Kit
- Technician Training Program
- Site Safety Plan
- Height & Electrical Safety SOP
- Incident / Accident Report
- Team Roster Planner

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and processes vary by state and change over time — confirm with your state authority.