

Attendance & WFH Policy

HR & WorkTech

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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 work-from-home policy — hours, flexi/core hours, attendance capture, WFH eligibility, overtime and leave interplay. Use it to set attendance rules. For a full remote policy, use the Remote Work Policy Generator.

Purpose of this tool & output

Define attendance, hours and remote rules

How the output is used

Use it to define attendance, hours and remote rules — a clear attendance and WFH policy for the workplace.

Who receives it

It is a company policy owned by HR, applied to all employees and shared through the handbook.

Important cautions

AI-generated draft; align with S&E hours and overtime rules.

Companion documents

- HR Policy Drafting
- POSH Policy + IC Kit
- Leave Policy Generator
- Moonlighting Policy
- Grievance Redressal Policy
- Social Media Policy

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.