

Attendance & Leave Policy

Manufacturing & Industrial

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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

Get a fair attendance and leave policy for the factory — full policy text, leave types with entitlements, shift and overtime rules and the registers to keep, aligned to the Factories Act and state rules. Fill in the details below.

Purpose of this tool & output

A fair attendance system for the factory

How the output is used

Adopt a fair attendance and leave policy for the factory, with clear entitlements and approval.

Who receives it

Approved by management; applies to all workers and staff, and is communicated up front.

Important cautions

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

Companion documents

- Factory Hiring Kit
- Shift Roster Planner
- Contract Labour Compliance Guide
- Wage & Payroll Compliance Guide
- Skill Matrix Builder
- Worker Training & Induction

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.