

Attendance & Leave Policy

Retail & E-Commerce

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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

Set up a simple, fair attendance and leave system — full policy text, leave types with entitlements, late and absence rules and a tracking method, aligned to Shops and Establishment norms. Fill in your details below.

Purpose of this tool & output

A simple, fair attendance and leave system

How the output is used

Adopt the attendance and leave policy to run a simple, fair system for shift-based store staff.

Who receives it

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

Important cautions

AI-generated draft; align with your state Shops and Establishment Act and review.

Companion documents

- Retail Hiring Kit (JD + Interview)
- Staff Roster & Shift Planner
- Sales Incentive Scheme Designer
- Retail Staff Training Program
- Store Manager SOP & Scorecard
- Shrinkage & Cash Handling 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.