

# Attendance & Leave Policy

Textiles, Apparel & Fashion

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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 an attendance and leave policy aligned to the Factories Act — full policy text, leave types with entitlements and rules, shift and overtime rules, and muster-roll records. Fill in your details below.

## Purpose of this tool & output

A fair attendance system

## How the output is used

Adopt a fair attendance and leave policy 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 rules and review.

## Companion documents

- Textile Hiring Kit
- Operator Training & Upskilling
- Production Incentive Scheme
- Shift Roster Planner
- Wage & Payroll Compliance
- Operator Skill Matrix

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.