



Timekeeping Policy

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Policy owner: Centre Manager
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Revision history

Version	Date	Description of Revision
1.0	01/11/16	Policy finalised

The latest version of this policy will always be on the intranet.

Introduction

Lewisham Islamic Centre (LIC) operates the following policy on employees timekeeping, in order to maximise its productivity, efficiency and effectiveness and ensure fair treatment of all staff.

Allah says in the Qur'an "**O you who have believed, fulfill [all] contracts**". (Surah al Maidah Ayah 1)

The Messenger of Allah (SAW) said: ""**Verily Allah has prescribed proficiency in all things**" (Reported by Imam Muslim in his Sahih)

Also, The Messenger of Allah (SAW) said "**All of you are shepherds and each of you is responsible for his flock**" (Reported by Imam Bukhari and Imam Muslim in their Sahih)

Policy statement

This policy outlines the process to be followed when managing an employee's timekeeping and how to address any issues relating to this.

Responsibilities

Managers are responsible for:

- Managing employees timekeeping
- Ensuring that all poor timekeeping is dealt with promptly, fairly and consistently
- Ensuring team members are aware of the policy and their working hours

Employees are responsible for:

- Reading and understanding the Timekeeping Policy
- Attending work for their contractual hours
- Understanding the standards expected of them by LIC
- Maintaining and upholding these standards

HR are responsible for:

- Establishing and maintaining the Timekeeping Policy
- Periodically reviewing and updating the policy following changes in employment legislation
- Providing professional support and advice on all aspects of attendance

Eligibility

This policy applies to all LIC employees.

General

Each employee's contract defines the minimum hours that they are contractually required to work. On the first day of employment, managers are required to confirm with the employee the required start time, finish time and breaks.

Employees are individually responsible for ensuring that they arrive at work early enough to enable them to begin their work at the appointed start time. Similarly,

employees are required to remain at work at least until the finishing time defined in their contracts of employment, unless granted permission by their line manager to leave work before that time.

Employees are entitled to breaks as agreed in their contract of employment. The time allocated must not be exceeded, unless special prior permission has been given.

Lateness

Where, for any reason, an employee realises that they are likely to be late for work at the start of the working day/shift; they must telephone their manager as soon as possible to explain the situation and give an estimate of when they expect to arrive at work. It is accepted that circumstances outside employees control can cause lateness, for example if a train is delayed. However a high volume of delays causing lateness on a normal or regular occurrence, or which can reasonably be anticipated, will not be regarded as a valid reason for an employee's lateness.

Repeated lateness

Repeated or persistent lateness without good reason will be viewed as misconduct. On each occasion when an employee arrives late to work, or fails to return from their break on time, they may be spoken to by their manager informally. The purpose of this discussion is to establish the reasons for the lateness, whether or not the employee has any particular difficulties with timekeeping, the cause of any such difficulties and how the employee might improve or need to be supported to achieve improvement.

Management

Managers will be responsible for keeping records of the dates, number of occasions and the length of lateness on each occasion, for each employee and manage timekeeping issues fairly and consistently.

Managers should, when dealing with instances of lateness always explore thoroughly the reasons for an employee's lateness. Reasons could include genuine family problems such as a child-minder repeatedly turning up late or difficulties with an elderly dependant relative living at home with the employee. In such cases, a reasonable degree of tolerance and sympathy may be appropriate.

Following an informal meeting, it might be appropriate to set clear standards and objectives for timekeeping with the employee and confirm the standards in writing to ensure that the employee is aware of what is expected from them. If that employee fails to meet those standards, then LIC may proceed with disciplinary action

Disciplinary action

If the employee persists with poor timekeeping, then LIC may decide to give a formal disciplinary warning for misconduct. This will be done in accordance with the disciplinary procedure.