



## **TIME KEEPING & ATTENDANCE POLICY**

Lilleker Bros. Ltd aims to be a fair employer, and this policy document will ensure that all employees have a full understanding of what is expected of them on site and with regards to accurate and timely completion of a weekly time sheet.

A weekly time sheet must be completed and submitted to the office by 9 am on a Monday morning.

The time sheet must be completed in full, including the date, the job number you are working on, your travel time and expenses, the time you arrived on site and the time you left site.

The time sheet must be an accurate reflection of the hours spent on site and be signed as a true record by you. This will be then be verified by your engineer before being processed for payment.

Your payslip will be emailed to you on a Thursday and you will be paid directly into your bank account on a Friday.

Late submission of your time sheet may result in you not being paid that week, but processed for payment the following week.

Should you be overpaid or underpaid in error this will be rectified the following week.

Falsification of your time sheet will be treated as gross misconduct and could result in instant dismissal. An example of this would be leaving site at 2pm but putting on your timesheet that you left at 4.30pm.

You are expected to be punctual and arrive and leave site at the required contracted hours as laid out by your engineer. All lateness and absenteeism is monitored and persistent offending may result in disciplinary action/or loss of appropriate pay.

Section 2 of the company handbook sets out the procedure for dealing with lateness and absenteeism.


If you are late more than once – ie twice you will be sent back to the office where you will be issued with a verbal warning and sent home for the day with no pay.

You must let the office know if you are sick/absent from work, this is to be backed up with a call/text to site. Failure to let the office know will result in a verbal warning.

Breaks and lunch times will be set for you on a project by project basis and should again be carried out in a timely manner, again lateness is monitored and persistent offending may result in you being sent back to the office where you will be issued with a verbal warning and sent home for the day with no pay for the rest of the day.

If you require any further information please contact Tim Himsworth or Fiona Stubbs on 01709 374073 or email [tim.himsworth@lillekerbros.com](mailto:tim.himsworth@lillekerbros.com) / [hands@lillekerbros.com](mailto:hands@lillekerbros.com)

  
..... Managing Director

  
..... Finance Director

Date 15.12.2022  
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