***Disclaimer:*** *This memo template is provided as a general guide and should be customized to reflect your company's specific policies and procedures. The employer is solely responsible for ensuring that the final content of the memo is accurate, compliant with all relevant laws and regulations, and aligned with their internal policies. Review the document carefully for accuracy before distributing it.*

**[Company Name]**

**Memo: Reminder on Attendance and Notification Policies for the School Year**

To: All Employees
From: [Employer/HR Department Name]
Date: [Insert Date]
Subject: Attendance and Notification Procedures During the School Year

As we enter the back-to-school season, we understand that many of our employees are managing new schedules and responsibilities outside of work. To ensure smooth operations and maintain a supportive work environment, we’d like to take this opportunity to remind everyone of our attendance and notification policies.

**1. Requesting Time Off**

If you anticipate needing time off for school-related events or changes in your family’s routine, we encourage you to plan and submit your time-off requests as far in advance as possible. This will help us manage staffing levels and ensure all requests can be accommodated fairly.

* To request time off, please follow the standard procedure outlined in our [Employee Handbook/Time-Off Policy].
* Requests can be submitted through [HR platform/Email/Manager].

**2. Sick Time/Paid Time Off**

As the school year begins, an increase in illnesses is not uncommon, both among employees and their families.

* If you or a family member becomes ill and you need to miss work, notify your supervisor as soon as possible in accordance with our attendance policy.
* Documentation requirements for sick leave can be found in [Company Policy/Sick Leave Policy].
* Please check your available balance through [HR system/Contact HR].

**3. Remote Work Options (If Applicable)**

For those who are eligible for remote work, please ensure that your schedule and availability are up to date. It’s important to maintain regular communication with your team, especially if your availability may shift due to school schedules or other responsibilities.

* Notify your supervisor of any adjustments to your work hours.
* Ensure that your workspace allows for productivity and a clear distinction between work and personal time.

**4. Maintaining Open Communication**

We encourage all employees to communicate openly with [their supervisor/Human Resources] about any scheduling challenges or changes. We understand that the back-to-school season can be a busy time, and we are here to support you in balancing your personal and professional responsibilities.

Thank you for your attention to these important reminders. By following these policies, we can ensure that the workplace runs smoothly and everyone is supported as we navigate the back-to-school season together. If you have any questions or need clarification, please do not hesitate to contact [HR Contact Name] at [Phone Number/Email].

Best regards,
[Employer/HR Manager Name]
[Company Name]
[Company Contact Information]