



"People's power in action"

ATTENDANCE AND PUNCTUALITY POLICY

1. PREAMBLE

All Municipal employees will work such hours and days in accordance with the operational needs and requirements of the Employer, which will not be less than forty (40) hours per week from Monday to Friday.

2. DEFINITIONS

All terminology of this policy shall bear the same meaning as in the applicable legislation.

3. LEGAL FRAMEWORK

- Labour Relations Act 66 of 1995
- Basic Conditions of Employment Act 77 of 1997
- Main Collective Agreement 2007 - SALGBC

4. SCOPE AND APPLICATION

This policy applies to all employees of the Moqhaka Local Municipality. Employees are expected to be at their work area at their scheduled start time. Each Directorate determines the work schedule and hours for employees as necessary for its operations. However, work schedules may vary among Directorates including hours of work.

5. OBJECTIVES OF POLICY

This policy objective is to provide a standard attendance and punctuality framework for all employees. Because employees are vital to the work of the Municipality, reliable and consistent attendance is condition of employment.

6. POLICY CONTENT

6.1 Absence

Employees are considered absent from work when not available for the assigned work schedule regardless of the reason. Employees will then have to comply with requirements and procedures to ensure proper co-ordination, supervision efficiency and effective functioning of the Municipality.

6.1.1 Scheduled Absences

Employees are to notify their supervisors as early as possible about scheduling time off from work (e.g. doctor's appointment, personal days etc.), whether paid or unpaid. Scheduled absences are arranged at the mutual convenience of the Directorate and employee based on the operational needs of the Directorate. Absence can be considered scheduled if a 24-hour advance notice is given in advance, and the absence is approved by the supervisor. This will enable contingencies to be done on time and not hold the institution at random.

6.1.2 Unscheduled Absences

If an employee misses work due to an unscheduled absence (e.g. Calling-in due to sickness), he/she must follow prescribed Directorate procedures for calling in. Failure to follow prescribed Directorate procedures may result into instituting disciplinary action. After three (3) consecutive days of unscheduled absence, failure to notify and received approval will be considered abandonment job abandonment and the employee's status can be terminated effective from the day following the last day of work. There shall be strict compliance with conditions, procedures and rules to this regard.

6.1.3 Excessive Unscheduled Absences

Excessive unscheduled absences may result in instituting disciplinary action up to and including dismissal. Supervisors shall notify an employee when patterns or concerns develop that may place them at risk of being reprimanded. This notification shall also be sent to Human Resources Department for their consideration and attention. The following factors should be considered in determining if unscheduled absences are excessive:

- **Patterns of absence:** A pattern of absence demonstrates a predictable routine. For example, is the employee consistently absent the day after pay day, or a particular day, e.g. Monday or Friday, or always on the day before or after a holiday, etc.
- **Frequency of absence:** How often does the employee have unscheduled absence. Repeated instances of unscheduled absences, such as call-ins, early departures, not reporting etc, should be considered. Even though the absences may not constitute a predictable pattern, is the employee often absent.

6.1.4 Tardiness

Employees are considered tardy when he/she fails to report the assigned work area at the scheduled time. This includes returning from breaks and lunch breaks. Directorates define punctuality standards for their operations and are responsible for communicating them to employees. Employees who expect to be late are to notify the supervisor or his/her assignee according to Directorate prescribed procedures.

Employees may not extend a normal workday to make up for being tardy without supervisors approval.

6.1.5 Attendance Register

Employees must use a time reporting system or attendance register to document work time and breaks from work. Absences, late arrivals, early departures, and extended breaks in the workday are accounted for on employees' time record. Failure to adhere to time reporting procedures may be grounds for instituting disciplinary procedures up to and including dismissal.

7. IMPLEMENTATION AND MONITORING

This policy will be implemented and effective once recommended by the Local Labour Forum and approved by Council.

8. COMMUNICATION

This policy will be communicated to all Municipal employees using the full range of communication methods available to the Municipality.

9. POLICY REVIEW

This policy will be reviewed annually and revised as and when necessary.

10. ROLES AND RESPONSIBILITIES

The Municipal Manager or his/her delegate assignee accepts overall responsibility for the implementation and monitoring of the policy.

11. PENALTIES

Non compliance of any of the stipulations contained in the Policy will be viewed as misconduct and will be dealt with in terms of the Municipality's Disciplinary Code.

12. DISPUTE RESOLUTION

Any dispute arising from this policy due to ambiguous wording or phrasing must be referred to the Local Labour Forum for consideration and consultation.

13. AUTHORITY

Formulation Policy : Director: Corporate Services

Authorization Policy : Council

Ownership & Maintenance Manager : Director: Corporate Services