

**MBHASHE LOCAL MUNICIPALITY**



# **HUMAN RESOURCE POLICY**

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## **ABSCONDMENT POLICY**

**MBHASHE LOCAL MUNICIPALITY**

**ABSCONDMENT POLICY**

<b>CORE BUSINESS AREA</b>	<b>CORPORATE SERVICES DIRECTORATE</b>
<b>OPERATIONAL AREA</b>	<b>ALL DIRECTORATES</b>
<b>VERSION</b>	
<b>DATE</b>	
<b>FILE NAME</b>	<b>ABSCONDMENT POLICY</b>
<b>FILE NUMBER</b>	
<b>BUSINESS OWNER</b>	<b>MBHASHE LOCAL MUNICIPALITY</b>

**OWNER: CORPORATE SERVICES**

**CLIENT: MBHASHE LOCAL MUNICIPALITY**

**DOCUMENT CLASSIFICATION: CONFIDENTIAL**

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## **ABSCONDMENT POLICY**

### **1. PURPOSE**

To regulate the abscondment of employees within the Mbhashe Local Municipality.

### **2. SCOPE OF APPLICATION**

This policy shall apply to all employees of the Mbhashe Local Municipality.

### **3. PREAMBLE**

The Mbhashe Local Municipality regards unauthorised absence of employees in a very serious light as it negatively impacts on service delivery and therefore subscribes to the following principles:

- regular and open communication channels to employees pertaining to reporting any form of absenteeism;
- employees should continuously advise their immediate supervisors of any changes pertaining to their personal particulars especially their addresses;
- all acts of unauthorised and/or uncommunicated absence shall be investigated prior to any action taken against the employees;
- unauthorised and/or uncommunicated absence from work for a period of exceeding five (5) consecutive working days shall be considered as abscondment.

### **4. LEGISLATIVE FRAMEWORK**

Basic Conditions of Employment Act

Labour Relations Act

Main Collective Agreement of the SALGBC

Disciplinary Code of the SALGBC

### **5. DEFINITION**

**ABSCONDMENT:** *means unauthorised and/or uncommunicated absence of an employees from work for a period exceeding ten (10) consecutive working days.*

**ONE MONTH:** *means a period of 20 working days commencing from the date on which the termination of employment is effected.*

**EMPLOYER:** *means the Mbhashe Local Municipality*

### **6. PROCEDURE**

6.1 On the third (3rd) working day of an unauthorised and/or uncommunicated absence, the supervisor shall attempt to contact the employee in conjunction with the Trade Union concerned at his/her last known address by means of one or more of the following:

6.1.1 A registered and/or fast mail letter

6.1.2 Telephone (if applicable)

The mode of contact referred to in points 6:1.1 and 6.1.2 above shall state clearly that the employee has absented himself/herself from work without authorisation and that the employee is hereby instructed to contact the supervisor or alternatively, instructed to resume duties within 48 hours from the date of the letter hereof.

6.2 The employee should also be advised to comply with the said instruction and that; failure to comply may lead to the termination of the employment contract based on abscondment.

6.3 Should an employee report for duty not later than the 10th working day of the abscondment, the employer may consider taking disciplinary action against the employee.

6.4 Should an employee return to work within one month of the termination of the employment contract, the Municipal Manager should consider the reasons for abscondment in

a formal hearing. Should the employee returns to work after one month, the matter should be submitted to the Municipal Manager for consideration.”

6.5 The position of the employee who has absconded not be filled within one month from the date of the said uncommunicated and/or unauthorised absence.

### 7. DISPUTE RESOLUTION

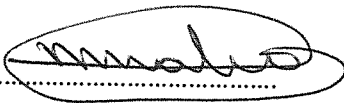
Any dispute arising from the application of this policy shall be referred to the Bargaining Council for conciliation and/or arbitration.

### 8. REVIEW OF THE POLICY

The policy will be reviewed yearly and when necessary

#### AUTHORITY

Approved by Council and Signed by:

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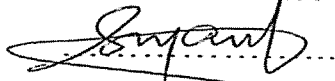
M Nako

Acting Municipal Manager

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04/07/2017

Date

Cllr. Janda S.N

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MAYOR

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Date