

ABSCONDMENT POLICY 2025 -2026 FY



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1. BACKGROUND

The Mphashe Local Municipality regards unauthorized absence of employees exceeding ten (10) days in a very serious light as it negatively impacts on service delivery.

2. PURPOSE OF POLICY

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

3. OBJECTIVE OF POLICY

- a) To ensure a fair procedure is followed when dealing with abscondment.
- b) To ensure that Managers and Employees share a common understanding in dealing with matters of abscondment.
- c) To provide Managers and the employees with a quick and easy procedure for dealing with abscondment.
- d) Regular and open communication channels to employees pertaining to reporting any form of absenteeism.

4. POLICY PRINCIPLE

- a) Employees should continuously advise their immediate supervisors of any changes pertaining to their personal particulars especially residential addresses.
- b) All act of unauthorised and/or uncommunicated absence shall be investigated prior to any action taken against the employees.

5. SCOPE

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

6. POLICY DEFINITION

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

One Month: means a period of 22 working days commencing from the date on which the termination of employment is affected.

Employer: *means the Mphashe Local Municipality*

Interns: *student or trainee who works in an organisation, sometimes without pay to gain work experience or satisfy requirements for qualification*

Contract workers: *An employee working for an employer for a fixed period of time.*

Absenteeism: *the practice of regularly staying away from work without valid reasons for one (1) to nine (9) consecutive days.*

7. LEGISLATIVE FRAMEWORK

7.1 Constitution Act 108 of 1996

7.2 Basic Conditions of Employment Act

7.3 Labour Relations Act

7.4 Main Collective Agreement of the SALGBC

7.5 Disciplinary Procedure and Code of the SALGBC

8. POLICY PROCEDURE

On the third (3rd) working day of an unauthorized 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:

- 8.1 A registered and/or fast mail letter
- 8.2 Telephone, social media platforms, like WhatsApp, messages (if applicable) or a site visit by the supervisor and trade union.
- 8.3 The mode of contact referred to in points 8.1 and 8.2 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.
- 8.3 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.

8.4 Should an employee report for duty not later than the 10th working day of the abscondment that will be considered as absenteeism and the employer may consider taking disciplinary action against the employee.

After ten (10) consecutive days of unscheduled absence, failure to notify and receive approval will be considered job abscondment and the employees' status can be terminated effective from the day following the last day of work.

8.5 Should an employee return to work within one month of the termination of the employment contract, the Municipal Manager may consider the reasons for abscondment based on merit in a formal hearing. Should the employee returns to work after one month, the matter should be submitted to the Municipal Manager for consideration.

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

9. PROCEDURES FOR IMPLEMENTING POLICY

The Municipality will monitor employee attendance and apply remedial actions in line with the outlined processes.

10. POLICY REVIEW

The policy reviewed annually.