

ATTENDANCE AND PUNCTUALITY POLICY



APPROVED BY:

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MR M NAKO
MUNICIPAL MANAGER

DATE: 23/06/2021



CLLR JANDA
EXECUTIVE MAYOR

DATE: 23/06/2021

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1. PURPOSE OF POLICY

The purpose of this policy is to provide a standard of attendance and punctuality for all employees as employees are vital to the work of the Municipality. Reliability and consistency in attendance is a condition of employment.

2. OBJECTIVE OF POLICY

The 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 a condition of employment.

3. SCOPE

This policy applies to all employees of the Municipality. Employees are expected to be at their work area at 7:30 till 16:30, meal interval included. This policy shall also cover Covid 19 staggered working times.

4. POLICY DEFINITION

All terminology of this policy shall bear the same meaning as defined in the policy content

5. LEGISLATIVE FRAMEWORK

- 5.1 Constitution Act 108 of 1996
- 5.2 SALGBC Main Collective Agreement
- 5.3 Labour Relations Act
- 5.4 Basic Conditions of Employment Act

6. POLICY PROCEDURE

6.1 Absence

- 6.1.1 Employees are considered absent from work when not available for the assigned work schedule regardless of the reason. If an employee fails to report until ten (10:00) that shall be regarded as absence from duty.
- 6.1.2 In an event employee fails to report for duty without valid reasons, employer shall apply "no work no pay principle".

6.2 Scheduled Absences:

- 6.2.1 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.
- 6.2.2 Scheduled absences are arranged at the mutual convenience of the Directorate and employee based on the operational needs of the Directorate.
- 6.2.3 Absence can be considered scheduled if a 24-hour advance notice is given (except for exceptional cases), and the absence is approved by the supervisor.

6.3 Unscheduled Absences:

- 6.3.1 If an employee misses work due to an unscheduled absence (e.g. Calling-in due to sickness), he/she must notify the Supervisor.
- 6.3.2 Failure to notify the supervisor may result into instituting disciplinary action.
- 6.3.3 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.

6.4 Excessive Unscheduled Absences:

- 6.4.1 Excessive unscheduled absences may result in instituting disciplinary action up to and including dismissal. Supervisors will notify an employee when patterns or concerns develop that may place them at risk of being reprimanded.
- 6.4.2 The following factors should be considered in determining if unscheduled absences are excessive:
 - a) 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.
 - b) 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.

6.5 Tardiness:

- 6.5.1 An employee is considered tardy when he/she fails to report to the assigned work area at the scheduled time.
- 6.5.2 This includes returning from breaks and lunch breaks.
- 6.5.3 Directorates define punctuality standards for their operations and are responsible for communicating them to employees.
- 6.5.4 Employees who expect to be late are to notify the supervisor or his/her assignee.
- 6.5.5 Employees may not extend a normal workday to make up for being tardy without supervisors' approval.

6.6 Attendance Register:

6.6.1 Where applicable, employees must use attendance registers to document work time and breaks from work.

6.6.2 Absences, late arrivals, early departures, and extended breaks in the workday are accounted for, on employee's time record.

6.6.3 Failure to adhere to time reporting procedures may be grounds for instituting disciplinary process up to and including dismissal.

7 GENERAL POLICY PROVISIONS


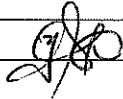

This policy applies to all employees including Interns and contract employees

8 PROCEDURES FOR IMPLEMENTING POLICY

This policy applies to all employees of Mbhashe Local Municipality. Employees are expected to be at their work area at their scheduled starting time, (07:30 – 16:30).

9 POLICY GOVERNANCE

ATTENDANCE AND PUNCTUALITY POLICY

Policy Title		
Policy Version		
Role & Process	<u>Responsible Individual Name and/or Date</u>	<u>Responsibility Accepted Signature</u>
Senior Manager Corporate Services	Ms Mahlati- Nkuhlu	
Policy Custodian		
Policy Author		
LLF Consultation Date		
LLF Consultation Reference		
Council Approval Date	26/05/2021	
Council Approval Reference		
(UNIT) eg. Manager Human Resources	Ms N. Hanise	
Policy Approved		
Policy Inception Date		
Review Start Date		
Review Completion Date		
Legislative References		
Policy Review "Triggers"		
Comments		