

**ATTENDANCE AND PUNCTUALITY POLICY  
2025/2026FY**



**APPROVED BY:**

**MR M NAKO  
MUNICIPAL MANAGER  
DATE: 19/06/2025**

**APPROVED BY:**

**CLLR JANDA  
EXECUTIVE MAYOR  
DATE: 25/06/2025**

## TABLE OF CONTENTS

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1.	Background.....	3
2.	Purpose of Policy.....	3
3.	Definition Policy.....	3
4.	Application and Scope.....	3
5.	Legislative Framework.....	3
7.	Policy Procedure.....	3
8.	Non Compliance.....	6
9.	Procedure for Implementing Policy.....	6
10.	Policy Reviewal.....	6

## **1. POLICY BACKGROUND**

To reduce absences and encourage a productive work environment.

## **2. POLICY PURPOSE**

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

## **3. DEFINITIONS**

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

## **4. APPLICATION AND SCOPE**

This policy applies to all employees of the Municipality.

## **5. LEGISLATIVE FRAMEWORK**

- ❖ Constitution Act 108 of 1996
- ❖ SALGBC Main Collective Agreement
- ❖ Labour Relations Act
- ❖ Basic Conditions of Employment Act

## **6. POLICY PROCEDURE**

### **6.1 Absence**

6.1.1 Employees are expected to be at their work area from 8:00 to 16:30, including 30 minutes lunch time.

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".

6.1.3 In an event the employee fails to report or execute his/her duties for the day(s), The employer shall follow a fair procedure and request written representations explaining the reasons for absence. The employee shall be given a fair

opportunity to respond before any short payment may be effected against him/her.

- 6.1.4 Attendance register is kept at the Head of Department's office or central place where all employee has access to and must be completed daily.
- 6.1.5 Unless prevented from doing so by unavoidable cause or where it is not practically possible (eg a person no at the office or where a register is kept) every employee is required in respect of each day worked, to make entries in ink on that day.
- 6.1.6 Employee shall sign name and date of month on top of each page.  
Each day on arrival, the employee should sign, fill in the times of arrival even if he/she is late.
- 6.1.7 On departure at the end of the working day the same is applicable.  
When employee attends work outside council, sick or on leave, a column "written remarks" must be completed putting the reason.

## **6.2 ABSENCE**

### **6.2.1 Scheduled Absences:**

- a) 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.
- b) Scheduled absences are arranged at the mutual convenience of the Directorate and employee based on the operational needs of the Directorate.
- c) 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.

### **6.2.2 Unscheduled Absences:**

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

### **6.2.3 Excessive Unscheduled Absences:**

a) 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.

b) 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.

#### **6.2.4 Tardiness:**

a) An employee is considered tardy when he/she fails to report to the assigned work area at the scheduled time.

b) This includes returning from breaks and lunch breaks.

c) Departments define punctuality standards for their operations and are responsible for communicating them to employees.

d) Employees who expect to be late are to notify the supervisor or his/her assignee.

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

### **6.3 ATTENDANCE REGISTER**

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

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

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

## **7 NON- COMPLIANCE**

Non-compliance with any of the stipulations contained in this policy will be regarded as a misconduct and therefore dealt with in terms of the applicable municipal Disciplinary Code

## **8 IMPLEMENTATION**

The policy shall be effective from 01<sup>st</sup> July 2025.

## **9 REVIEWAL**

The policy shall be reviewed on annual basis.