

ATTENDANCE AND PUNCTUALITY POLICY



**ATTENDANCE AND PUNCTUALITY
POLICY**

Policy Number:	Approved Date:
Effective Date:	Review Date: as when necessary

Notwithstanding the review date herein, this policy shall remain effective until such time approved otherwise by Council and may be reviewed on an earlier date if necessary.

Why Have a Policy?

The purpose of this policy is to provide a standard of attendance and punctuality for all employees. Because employees are vital to the work of THEMBISILE HANI LOCAL MUNICIPALITY, reliable and consistent attendance is condition of employment.

THE 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 THEMBISILE HANI LOCAL MUNICIPALITY. Employees are expected to be at their work area at their scheduled start time. (07h45 – 13h00; 13h45 – 16h00 Mon to Friday) Each Department determines the work schedule and hours for employees as necessary for its operations. However, work schedules may vary among Department including hours of work.

5. OBJECTIVES 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.

6. POLICY CONTENT

6.1 Absence.

Employees are considered absent from work when not available for the assigned work schedule regardless of the reason.

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 Department and employee based on the operational needs of the Department. Absence can be considered scheduled if a 24-hour advance notice is given in advance, and the absence is approved by the supervisor.

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 department procedures for calling in. Failure to follow prescribed department procedures may result into instituting disciplinary action. 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.

6.1.3 *Excessive Unscheduled Absences:*

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. 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.

6.1.4 Tardiness:

Employees are considered tardy when he/she fails to report to the assigned work area at the scheduled time. This includes returning from breaks and lunch breaks. department 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 department prescribed procedures. Employees may not extend a normal workday to make up for being tardy without supervisors approval.

6.1.5 Attendance Register:

Where applicable, 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 employee's time record.

- a) Attendance registers are kept at the head of the department's office or central place where every employee has access to, and must be completed daily.
- b) Unless prevented from doing so by unavoidable cause or where it is not practically possible (e.g. a person not at 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.
- c) Each day on arrival, the employee should sign, fill in the times of arrival even if he / she is late.
- d) On departure the same is applicable.
- e) When an employee attends to work outside municipal jurisdiction, sick or on leave; must be

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written on the space provided the reason and relevant documentation supporting the reason should be provided to the relevant department.

- f) The register must be reviewed by the head of department on at least a monthly basis. The review should be evidenced in the register by signature
- g) The head of department must make sure that he/she possesses the means for making an accurate review (e.g. retain copies of staff leave application forms)
- h) Link the flow of leave forms through the system to control leave forms.

Failure to adhere to time reporting procedures may result into appropriate step taken in terms of the application legislation.

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 any or a combination range of communication methods available to the municipality.

9. POLICY REVIEW

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

10. BUDGET AND RESOURCES

The financial and resource implication/s related to the implementation of this policy should be qualified and quantified.

11. ROLES AND RESPONSIBILITIES

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

12.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.

13. DISPUTE RESOLUTION

Any dispute arising from this policy due to ambiguous wording or phrasing must be referred to the conciliation and arbitration for adjudication resolutions of the arbitration must be incorporated into the policy