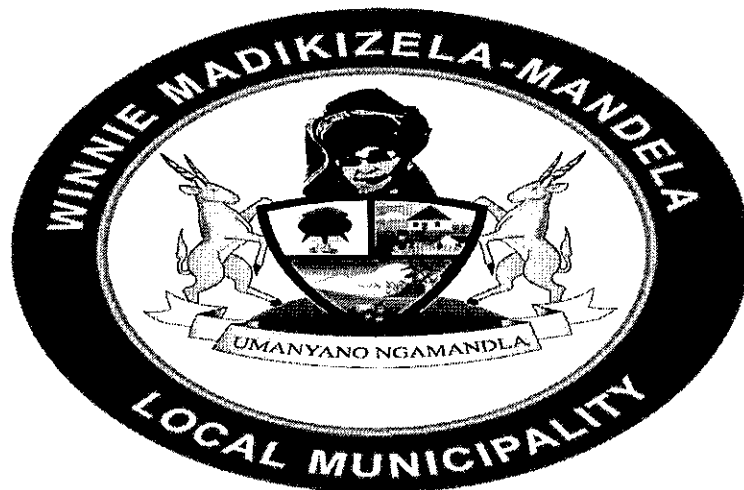


WINNIE MADIKIZELA MANDELA LOCAL MUNICIPALITY



ATTENDANCE & PUNCTUALITY POLICY

Adopted by the COUNCIL on: 13 MAY 2022

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1. PREAMBLE

All Municipal employees will work such hours and days in accordance with the operational needs of the Employer, which will not be less than forty (40) hours per week from Monday to Friday.

2. DEFINITIONS

- 2.1. **Employee:** means any person employed by the Municipality that falls within the definition of an employee in terms of the Labour Relations Act 66 of 1995;
- 2.2. **Frequent absence:** means how often does the employee take an unscheduled absence or repeated instances of unscheduled absences;
- 2.3. **Patterns of absence:** mean patterns of absence that demonstrate a predictable routine of absence;
- 2.4. **Tardiness:** means failure of an employees to report to his/her assigned work area at the scheduled time;
- 2.5. **Working day:** means the 8 (eight) hours required to be worked by an employee;
- 2.6. **Working hours:** mean hours between 8:00am to 13:00pm and 14:00pm to 16:30pm from Monday to Thursday and 8:00pm to 13:00pm and 14:00pm to 15:30 on Fridays.

3. LEGAL FRAMEWORK

- 3.1. Labour Relations Act 66 of 1995
- 3.2. Basic Conditions of Employment Act 77 of 1997
- 3.3. Main Collective Agreement 2007 – SALGBC

4. OBJECTIVES OF POLICY

- 4.1. The purpose of this policy is to provide a standard of attendance and punctuality for all employees.
- 4.2. Employees are vital to the work of the Municipality; reliable and consistent attendance is a condition of employment.

5. SCOPE OF THE POLICY

- 5.1. This policy applies to all employees of the MUNICIPALITY. Employees are expected to be at their work area at their scheduled start time.

6. PROCEDURE

- 6.1. An employee is required to work 40 hours per week from Monday to Friday, exclusive of public holidays.
- 6.2. When a part-time position is created the Municipal Manager must determine the working hours of such a position, which shall not exceed 40 (forty) hours per week; provided that the person appointed to the position is not an independent contractor
- 6.3. Employees shall work eight hours per working day from **08:00 to 13:00** and **14:00 to 16:30**.
- 6.4. An employee is entitled to a lunch break of 1 (one) hour from 13:00pm to 14:00pm every working day the employee is within the premises of the Municipality.
- 6.5. No employee may exceed time limit set for a lunch break; unless prior permission is granted by his/her immediate superior.
- 6.6. The Municipality requires that employees must sign the attendance registers placed in respective department at the beginning of each working day.
- 6.7. An employee shall, until the contrary is established, be deemed to be absent from work if she/he has not signed the attendance register as required.
- 6.8. No employee may leave her/his ordinary place of work during working hours without the express prior permission of his/her immediate supervisor.
- 6.9. No employee may arrive late for work in the morning. An employee that fails to be present at work or fails to sign the attendance register by 11:00am on a working day shall be deemed absent
- 6.10. Any employee that transgresses any provision of this paragraph may be liable to disciplinary action.

7. ABSENCE

- 7.1. Employees are considered absent from work when not available for the assigned work schedule regardless of the reason.
- 7.2. The Municipality recognises the following forms of absenteeism:
 - 7.2.1. **Scheduled Absences:**
 - a) Employees are to notify their supervisors as early as possible about scheduling time off from work, whether paid or unpaid. Scheduled absences are arranged at the

mutual convenience of the Municipality and employee based on the operational needs of the department. Absence can be considered scheduled if a 24-hour advance notice is given, and the absence is approved by the supervisor. Permission may not be unreasonably withheld by supervisors.

7.2.2. *Unscheduled Absence:*

- a) If an employee misses work due to an unscheduled absence, he/she must ensure that his/her supervisor is notified timeously either by telephone call, text or a message through a fellow colleague.
- b) If an employee is absent for 10 (ten) consecutive days and fails to notify and receive approval from his/her superior, that employee will be considered to have absconded.
- c) If an employee is found to have absconded from work that employees status can be terminated effective from the day following the last day worked.

7.2.3. *Excessive Unscheduled Absence:*

- a) Supervisors will notify an employee when patterns of absence or concerns develop.
- b) The Municipality shall consider the employee's pattern and/or the frequency of absence in determining whether the unscheduled absence is excessive.
- c) Excessive unscheduled absences may result in instituting disciplinary action up to and including dismissal.

7.2.4. *Tardiness:*

- a) Includes late-coming and returning late from lunch breaks
- b) Employees who expect to be late are to notify their supervisor or his/her assignee.
- c) Employees may not extend a normal workday to make up for being tardy without supervisors approval.

7.2.5. *Attendance Register:*

- d) Where applicable, employees must use a time reporting system or attendance register to document work time.

- e) Absences, late arrivals, early departures, and extended breaks in the workday are accounted for on employee's time record. Failure to adhere to time reporting procedures may be grounds for instituting disciplinary procedures up to and including dismissal.

8. PROCEDURE TO COMPLETE ATTENDANCE REGISTER

- 8.1. 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 on every work day.
- 8.2. 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 to sign the attendance register on arrival at work and departure on every working day..
- 8.3. When employee attends work outside the Municipality's premises, is sick or is on leave; it must be stated under the column "written remarks" in the attendance register. Where possible, documentation should be attached.
- 8.4. The attendance registers for all departments must be reviewed by the Corporate Services Head of Department on a weekly basis. The review should be evidenced in the register by signature.
- 8.5. Department Heads are required to keep record of their attendances in the Attendance Registers and monitor each employee's attendance.
- 8.6. Any employee found to have contravened the provisions of this paragraph may be liable to disciplinary proceedings against him/her.

9. PENALTIES

- 9.1. Non-compliance with any of the provisions contained in this Policy will be viewed as misconduct and may be cause for disciplinary steps being taken against any individual who contravenes this policy.

10. DISPUTE RESOLUTION

- 10.1. Any dispute arising from this policy due to ambiguous wording or phrasing must be referred to the Local Labour Forum. Resolutions from the Local Labour Forum must be incorporated into the policy.

11. POLICY REVIEW AND REPORT

11.1. The policy document shall be reviewed annually and/or when deemed necessary especially if there is a change in Collective agreement or legislation and submitted as part of the budget approval process

Signed on the 20 day of 06 2022



MUNICIPAL MANAGER

