



## **TIME AND ATTENDANCE POLICY**

## TABLE OF CONTENTS

<b>ITEM NO.</b>	<b>CONTENT</b>	<b>PAGE NO.</b>
1.	Purpose of the policy	1
2.	Definitions	1
3	Basic working conditions	1
4.	Legal Framework	1
5.	Scope and application	2
6.	Procedure	2
7.	Management of attendance	3
8.	Dealing with absconding/absence without official leave (AWOL)	4
9.	Communication	4
10.	Reviewal of the policy	5
11.	Penalties	5
12.	Adoption of the policy by council	5

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## 1. Purpose of the policy

The policy objective is to provide a standard attendance and punctuality policy framework for all employees. Reliable, timeous and consistent attendance is a condition of employment.

## 2. Definitions

- **Unscheduled absence**

An occurrence of absence.

- **Late report**

Failure to notify supervisor when unable to report to work before 10 am.

- **Full absence**

Not at work for the whole workday.

- **Excessive absenteeism**

Refers to repeated occurrence of unscheduled absences

## 3. Basic working conditions

- **The municipal normal working hours** are 7h45 to 16h30. However, due to some municipal operations, some employees are expected to start work earlier but the principle of working 40 hours a week must be observed and **48 hours** a week for security personnel.

- **Lunch period**

All employees are provided forty-five (45) minutes for lunch daily. The lunch time may be taken from 12H45 to 13H30 or 13h00 to 13h30 daily, during normal business hours.

- **Ending time**

Employees are required to be at their workstations until 16H30 except on Friday when th municipal offices will close at 15h15. Employees must therefore observe the starting, lunch and ending time.

## 4. Legal framework

- Labour Relations Act 66 of 1995
- Basic Conditions of Employment Act 77 of 1997
- Main Collective Agreement 2007 - SALGBC

## 5. Scope and application

This policy applies to all employees of Mkhambathini Local Municipality.

## 6. Procedure

Employees are expected to be at their work area at their scheduled starting time and knock off at 16h30. The Municipality determines the work schedule and hours for employees as necessary for its operations.

### 6.1. Absence

Employees are considered absent from work when not available for the assigned work and have not reported to their immediate supervisor. If this occur for a period of more than 10 days, it is considered as abscondment.

### 6.2. Scheduled absence

Employees are to notify their supervisors as early as possible about scheduling time off from work (e.g., doctor's appointment, personal days leave application etc.) whether paid or unpaid.

### 6.3. Unscheduled absence

If an employee misses work due to an unscheduled absence e.g. (calling-in due to sickness), he/she must follow leave procedure. Failure to follow leave procedure may result into institution of disciplinary action.

### 6.4. Excessive unscheduled absence

Excessive unscheduled absence may result in institution of disciplinary action. Supervisors will notify an employee when concerns develop that may place them at risk of being disciplined.

- **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. shall be monitored by the supervisors.

## **6.5. Lateness**

Employees are considered late when he/she fails to report to the assigned work area at the scheduled time, leaves work prior to the end of assigned/scheduled work time without prior reporting to supervisor and takes an extended meal or break period without reporting.

## **6.6. Attendance Registers**

All Employees must sign attendance register at arrival in the morning before they commence their duties and late in the afternoon when they knock off at work. Failure to sign the attendance register may mean that the employee is absent at work.

## **7. Management of attendance**

Timely and regular attendance is part of performance management for all Municipal employees. To ensure adequate staffing, positive employee morale, and to meet expected productivity standards throughout the Municipality, employees will be held accountable for adhering to their workplace schedule.

### **7.1. Responsibility of Employee**

- Notify their supervisors before 09h00 when they are absent for any urgent personal matter.
- When an employee is absent due to illness, he /she must maintain contact with the supervisor during the absence regarding treatment and progress.
- When requested or after two consecutive days of absence due to illness provide a valid medical note (with practise number of doctor) that is dated the day of or during the period of absence stating the employee was unfit for work.
- Ensure that the medical documentation is accurately completed and received by the direct supervisor.

### **7.2. Responsibilities of the supervisor**

- It is the responsibility of the supervisor to check the register every morning confirming all subordinate are in or on leave.
- The supervisor shall check the register by 09h00 am every day and notify the HR office if employees are on the leave.
- The supervisor shall communicate in writing with the relevant Director who shall inform the Director: Corporate Services office if the employee has issues of absenteeism.
- Ensure the accurate and detailed monitoring and recording of absence and will forward completed attendance register to Human Resource Department.
- Enforce compliance to this policy and its procedures in accordance with the applicable Collective Agreement.

- Communicate with employees who are continuously absent from work before instituting disciplinary action as per the collective agreement

### **7.3. Human Resource Department**

- Accurate proof of attendance is also required in terms of the Compensation for Occupational Injuries and Disease Act of 1993 to enable a smooth compensation to claim for injuries on duty.
- Accurate attendance records will therefore be kept by means of an attendance register.
- Human resource department shall be responsible to report on monthly basis on the staff attendance.
- Assist and give support in disciplinary process and assist employees who need assistance in terms of employee wellness.

## **8. Dealing with absconding / Absence without official leave (AWOL)**

After an unauthorized absence of more than 10 days, the employer shall send a letter / ultimatum to return to work to the employee demanding that he/she returns to work by a specific date, the employer shall send the letter by registered post, personal delivery or other means that provides proof of delivery.

In the letter, the employee shall be advised that:

If he/she must report to work by 7h45am on the day specified,

he/she shall be deemed to have absconded, and a disciplinary hearing process shall be instituted,

If he/she does not come back, he/she will still face a disciplinary hearing,

the employer may hold the employee's salary till the employee report back to work.

The employer shall deduct several days that the employee was absent from work if the employee come back with no valid reason of being absent.

## **9. Communication**

Circulars, messages, workshops and notices on notice boards will be utilized in order to inform all employees of the availability of the policy. Copies of the policy will also be distributed to the parties that took part in the consultation process.

## **10. Reviewal of the policy**

It will be the responsibility of the Corporate Services Department to consider the provisions of this policy and facilitate the review process.

## **11. 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 Procedure Collective agreement.

## **12. Adoption of the policy by Council**

***This policy was adopted by the Mkhambathini Council at its meeting on 27 July 2024 with resolution number 9.5/27.06.2024 for implementation on 2<sup>nd</sup> January 2025.***