

ATTENDANCE AND PUNCTUALITY POLICY

UMZINYATHI DISTRICT MUNICIPALITY



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1. PREAMBLE

All Municipal employees will work a minimum of forty (40) hours per week.

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 the Umzinyathi District Municipality.

Employees are expected to be at their work area at their scheduled start time.

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.

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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 Umzinyathi District Municipality and the employee based on the operational needs of the municipality. 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), then the employee must:

- Inform the immediate Supervisor within two hours of their normal start of shift / day;
- Explain to the Supervisor the reason for the absence;
- Inform the Supervisor about the expected length of absence.

Failure to follow prescribed Umzinyathi District Municipality 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.

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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:

- **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?

6.1.4 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.

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

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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 employees' time record. Failure to adhere to time reporting procedures may be grounds for instituting disciplinary procedures up to and including dismissal.

7. IMPLEMENTATION AND MONITORING

This policy will be implemented and effective once approved by Council.

8. COMMUNICATION

This policy will be communicated to all Municipal employees using the full range of communication methods available to the municipality.

9. POLICY REVIEW

This policy will be reviewed annually 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.

