

NDLAMBE MUNICIPALITY CORPORATE SERVICES



ATTENDANCE AND PUNCTUALITY POLICY

1. Purpose

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 NDLAMBE MUNICIPALITY, reliable and consistent attendance is a condition of employment.

2. Procedure

This policy applies to all employees of NDLAMBE MUNICIPALITY. Employees are expected to be at their work area at their scheduled starting time. (07h30 – 13h00 13h45-16h30 Mondays to Thursdays, 07h30 – 13h00 13h45 – 15h45 Fridays and to 13h00 on paydays) However, work schedules may vary among Directorates including hours of work.

2.1 Absence

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

2.1.1 Scheduled Absences:

Employees are to notify their supervisors as early as possible about scheduling time off from work (eg doctor's appointments, personal days etc.), whether paid or unpaid. Scheduled absences are arranged at the mutual convenience of the Directorate and employee based on the operational needs of the Directorate. Absence can be considered scheduled if a 24-hour advance notice is given in advance, and the absence is approved by the supervisor.

2.1.2 Unscheduled Absences:

If an employee misses work due to an unscheduled absence (e.g. calling in due to sickness), he/she must follow prescribed Directorate procedures for calling in. Failure to follow prescribed Directorate procedures may result in disciplinary measures being instituted which may include dismissal. Employees must notify the employer before 10h00 or shall be considered absent without leave and disciplinary action may be taken

2.1.3 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:

2.1.3.1 Patterns of absence:

A pattern of absence demonstrates a predictable routine. For example, is the employee consistently absent the day after payday, or a particular day, e.g. Monday or Friday, or always on the day before or after a holiday, etc.

2.1.3.2 Frequency of absence:

How often does the employee have unscheduled absences? 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.

2.1.4 Tardiness:

Employees are considered tardy when they fail to report to the assigned work area at the scheduled time. This includes returning from breaks and lunch breaks. Directorates 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 the Directorate prescribed procedures. Employees may not extend a normal workday to make up for being tardy without supervisor approval.

2.1.5 Attendance Register:

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 reducing salary by calculating short time into rand and cent and/or instituting disciplinary procedures up to and including dismissal.

2.1.6 Procedure to complete attendance register:

- a) Attendance registers are kept at the Head of the Department's office or central place which 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 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.
- c) Employee to sign name, pay number and date of month on top of each page.

- d) Each day on arrival, the employee should sign, and fill in the times of arrival even if he/she is late.
- e) On departure the same is applicable.
- f) When an employee attends work outside council, sick or on leave; a column "written remarks" must be completed putting the reason/attaching a copy of the certificate.
- g) At the end of each month, employees must sign under "Certified Correct", date and hand it to the Supervisor for verification.
- h) 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.
- i) The Head of the Department must make sure that he/she possesses the means for making an accurate review (e.g. retain copies of staff leave application forms)
- j) Department Heads are required to keep a record of their attendance in the Attendance Registers.
- h) Link the flow of leave forms through the system to control leave forms.

2.1.7 Provision should be made that the normal disciplinary proceedings will be followed for absenteeism from the workplace at all times.

Note: that subject to any superior law or other instrument, this policy repeals all or any policy on the same subject matter existing on the date of its coming into operation.