

	Current Revision: <i>ver 1.0</i> Policy Number: _____	
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POLICY ON ATTENDANCE OF CONFERENCES,
WORKSHOPS, MEETINGS, TRAINING, ETC: DELEGATES
REPRESENTING THE MUNICIPALITY.

DOCUMENT APPROVAL

	Name	Signature	Date
Responsible Person:			

Key words:

Reference documents:

Applicability: *This policy is applicable to all employees and councillors*

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1. Pre-amble.

Groblerdsdal Municipality delegates/representatives to any conference, workshop, meeting, training, etc. must ensure that they arrive on time and attend until conclusion of such conference etc., failing which the Municipality will take necessary steps to recover all expenses incurred by the Council to enable such delegate/representative to attend, provided that such delegate/representative be afforded the opportunity to submit reasons for not being able to be present from commencement to conclusion of such meeting etc.

2. Non-attendance.

2.1 A delegate is requested to give notice of non-attendance of a minimum of 2 (two) clear working days, in order to ensure a substitute/replacement/delegate to attend on behalf of the Municipality, or the Municipality to cancel and claim refund (if applicable)

3. Deductions and incurred expenses.

3.1 The full amount incurred by The Municipality will be deducted from the elected/nominated person in not more than two monthly repayments.

4. The following acceptable reasons for not being able to attend a workshop/meeting/training etc. or failing to arrive on time/ leaving before completion are:

- 4.1. When a delegate's child is born;
- 4.2. When the delegate's spouse or life partner or child is seriously ill;
- 4.3. In the event of the death of;

- the delegate's spouse or life partner
- the delegate's parent, adoptive parent, grandparent, child, adopted child, grandchild or sibling.

- 4.4. Reasonable proof may be required in respect of 4.1 to 4.3 above.
- 4.5. Due to own illness, only with medical certificate stating that the employee was unfit to work.
- 4.6. Local disaster ("disaster" means a progressive or sudden, widespread or localized, national or human-caused occurrence causing a catastrophic situation whereby the day-to-day patterns of life are, or are threatened to be, disrupted and people are, or are threatened to be plunged into helplessness and suffering).
- 4.7. Late arrival of scheduled flights at airport.
- 4.8. Vehicle breakdown en route to venue, of a driver or passenger.
- 4.9. Reasonable proof may be required in respect of paragraph 5.1 to 5.4, and the Councillor / official or employee will not unreasonable withheld such request.

5. Authority to ensure disciplinary measures for non-attendance or not full attendance.

- 5.1 The speaker has been authorized to ensure that disciplinary measures are taken against any councillor(s) failing to attend or stay for a full duration of a workshop/training/meeting etc. followed by subsequent recovery of full amount incurred.
- 5.2 The Municipal Manager or his/her proxy has been delegated to take disciplinary action against any official who failed to attend or stay for the full duration of a workshop / training / meeting / conference etc. followed by subsequent recovery of the full amount incurred.

- 5.3 The Mayor has been delegated to take disciplinary action against the Municipal Manager who failed to attend or stay for the full duration of a workshop / training / meeting / conference etc. followed by subsequent recovery of the full amount incurred.
- 5.4 In all instances the highest level of authority in a group of delegates will report on any non-attendance, or part attendance to the Speaker.

CERTIFICATE OF ENDORSEMENT.

Agreement between the Municipality and Employee organization/ Labour Forum.

We, the signatories to this agreement, duly authorized thereto, hereby commit ourselves to the content of this policy on:

The agreement to this policy shall come into effect on the date of endorsement by all parties and shall cease only in the event where such changes / variations has been reduced to writing and been signed by all parties concerned. Unless in the event where any changes in any applicable Act, Legislation or Bargaining Council Main Agreement has jurisdiction to supercede.

For and on behalf of Municipality.

As witness for Municipality.

Date.

Date.

For and on behalf of Union.

As witness for Union.

Date.

Date.