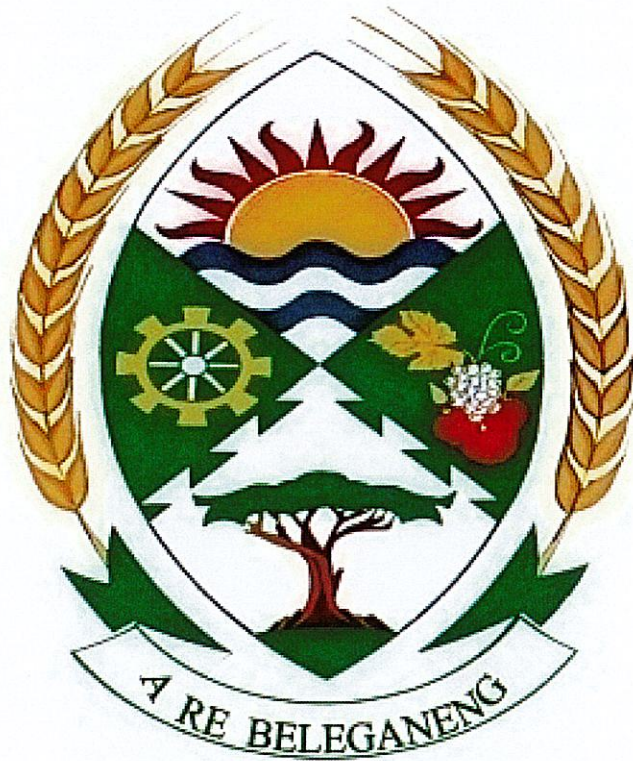

ELIAS MOTSOLEDI LOCAL MUNICIPALITY-MASEPALA WA SELEGAE



ATTENDANCE AND PUNCTUALITY POLICY

MUNICIPAL COUNCIL RESOLUTION NUMBER

M24/25-07

APPROVED AT THE COUNCIL MEETING OF 30 AUGUST 2024

MR 1

M.D

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ATTENDANCE AND PUNCTUALITY POLICY

1. DEFINITIONS

Words and abbreviations” used in this Attendance and Punctuality Policy shall bear the same meanings and definitions as in any other legislations.

2. PREAMBLE

To ensure that all employees shall work such hours and days in accordance with the operational needs and requirements of the Municipality, which will not be less than forty (40) hours per week, Monday to Friday.

3. PURPOSE OF THE POLICY

- a) To provide a standard attendance and punctuality framework for employees

4. OBJECTIVES OF POLICY

- a) To provide a standard attendance and punctuality framework for all employees.

5. LEGAL FRAMEWORK

- a) Municipal Structures Act 117 of 1998
- b) Municipal Systems Act 32 of 2000
- c) Municipal Finance Management Act 56 of 2003
- d) Basic Conditions of Employment Act 75 of 1997
- e) Labour Relations Act 66 of 1995
- f) South African Local Government Bargaining Council (SALGBC) Collective Agreements
- g) Local Government: Regulations on appointment and conditions of employment of senior managers, dated 17 January 2014

6. SCOPE AND APPLICATION

- a) The policy applies to all employees of Elias Motsoaledi Local Municipality.

7. POLICY PRINCIPLES

- a) All employees including Security and Emergency Personnel, (excluding Section 56 and 57 managers) shall work a forty (40) hour working week.

- b) Employees shall be at their work stations as per the schedule below:

Days of the week	Start Time	Lunch Time	End Time
Monday	07h30 – 13h00	13h00-13h30	13h30-16h30
Tuesday/	07h30 – 13h00	13h00-13h30	13h30-16h30
Wednesday	07h30 – 13h00	13h00-13h30	13h30-16h30
Thursday	07h30 – 13h00	13h00-13h30	13h30-16h30
Friday	07h30 – 13h30	13h30	Knock off- time

- c) Departments shall determine the daily work schedules to suite their specific operations without contravening sub-section 7(b) above and no overtime shall be paid as the result of failure of departments to plan accordingly.
- d) Overtime approvals should strictly be in line with the notice of overtime threshold earnings and Elias Motsoaledi Local Municipality approved overtime policy.

8. ABSENCE

- a) Employee is absent from work when not available at the workstation without notifying the immediate supervisor.
- b) Employees are considered absent from work when their leave of absence is approved.

9. SCHEDULED ABSENCE

- a) 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.
- b) Scheduled absence shall be arranged at the mutual convenience of the department and employee, based on the operational needs of the department.
- c) Application for leave of scheduled absence shall be submitted to the immediate supervisor at least twelve (12) hours in advance for approval.

10. UNSCHEDULED ABSENCE

- a) If an employee misses work due to an unscheduled absence (e.g. due to sickness), he/she must immediately notify the supervisor.
- b) After ten (10) consecutive days of unscheduled absence, failure to notify and receive approval may be considered absconding and the employee's services may be terminated effective from the day following the last day of work.

11. EXCESSIVE UNSCHEDULED ABSENCES

- a) Excessive unscheduled absences may result in instituting disciplinary action up to and including dismissal.

- b) 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:* Repeated instances of unscheduled absence, early departures, not reporting etc, may be considered.

12. TARDINESS

- a) Employee is considered tardy when he/she fails to report to the assigned work area at the scheduled time. This includes returning from body breaks and lunch breaks.
- b) Departments define punctuality standards and shifts for their operations and are responsible for communicating them to employees.
- c) Employees who expect to be late are to notify the supervisor.
- d) Employees may not extend a normal workday to make up for being tardy without supervisors' approval.

13. ATTENDANCE REGISTER

- a) Where applicable, employees must use a time reporting system or attendance register to document work time and breaks from work.
- b) Absences, late arrivals, early departures, and extended breaks in the workday are accounted for on employees' time record.
- c) Failure to adhere to time reporting procedures may be grounds for instituting disciplinary procedures.

14. PROCEDURE TO COMPLETE ATTENDANCE REGISTER

- a) Attendance register is kept at the Head of the Department's office or central place where all 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 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 shall sign name and date of month on top of each page.
- d) Each day on arrival, the employee should sign, fill in the times of arrival even if he/she is late.
- e) On departure at the end of the working day the same is applicable.

- f) When employee attends work outside council, sick or on leave, a column "written remarks" must be completed putting the reason.
- g) At the end of each month employees must sign under "certified Correct", submit to Supervisor for verification.
- h) The register must be reviewed by the Head of Department on at least a monthly basis.
- i) The review should be evidenced in the register by signature
- j) The Head of Department must make sure that he/she possesses the means for making an accurate review (e.g. retain copies of staff leave application form)
- k) Heads of Departments are required to keep record of their attendances in the Attendance Registers.
- l) Link the flow of leave forms through the system to control leave forms.

15. IMPLEMENTATION, MONITORING AND EVALUATION

- a. The Municipal Manager accepts overall responsibility for implementation, monitoring and evaluation of this policy.
- b. The Human Resources Management shall be responsible for coordination thereof within the Municipality.

16. COMMUNICATION

- a) This policy shall be communicated to all Elias Motsoaledi Local Municipal staff members using all available communication strategies.

17. BUDGET AND RESOURCES

- a) The financial and resource implications related to the implementation of this policy should be qualified by budget and treasury office working collaboratively with Human Resource Management.

18. NON-COMPLIANCE

- a) Non-compliance with any of the stipulations contained in this policy will be regarded as a misconduct and therefore dealt with in terms of the applicable municipal Disciplinary Code

19. DISPUTE RESOLUTION

13. 1. If there is a dispute about the interpretation or application of this Policy, the disputant or aggrieved party shall refer the dispute or grievance to:

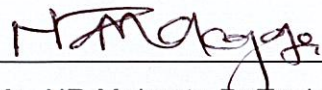
- Employer, in terms of the applicable Grievance Procedure.
- South African Local Government Bargaining Council, if the dispute falls within its jurisdiction, CCMA, if the dispute falls within its jurisdiction, for conciliation.

- Arbitration, if the dispute remains unresolved with parties to the dispute consenting to arbitration; and
- Competent court(s) in terms of the applicable laws of the Republic of South Africa.

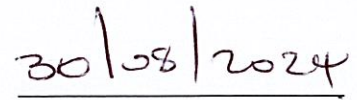
20. POLICY REVIEW

- a) This Policy shall be reviewed as and when necessary.

21. SIGNATORIES



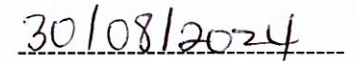
Ms. NR Makgata Pr Tech Eng
Municipal Manager



Date



The Mayor
Cllr. MD Tladi



Date