

LEPHALALE

LOCAL MUNICIPALITY



TIME AND ATTENDANCE POLICY

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1. PURPOSE

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.

2. DEFINITIONS

- 2.1 "Unscheduled absence" an occurrence of absence and/or tardiness that is unrelated to approved time off.
- 2.2 "Tardiness" more than 5 minutes late to work but less than two hours late to work. Leaving early for lunch, returning late from lunch or leaving prior to the end of scheduled work day without supervisor's approval will also be included.
- 2.3 "late reporting" failure to notify Supervisor when unable to report to work within 30 minutes of the start time.
- 2.4 "Partial absence" arriving at work 2 hours late but missing less than 50% of a scheduled workday.
- 2.5 "Full absence" missing 50% or more of a scheduled workday.
- 2.6 "Patterned absences" absences before or after weekends, holidays or vacation days or absences following payday.
- 2.7 "Excessive absenteeism" refers to repeated occurrences of unscheduled absences and/or tardiness that are unrelated to approved time off.

3. LEGAL FRAMEWORK

- 3.1 Labour Relations Act 66 of 1991.
- 3.2 Basic Conditions of Employment Act 77 of 1997.
- 3.3 Main Collective Agreement 2007 – SALGBC.

4. SCOPE AND APPLICATION

This policy applies to all employees of Lephalale Municipality whether permanent or temporary. Employees are expected to be at their work station at the scheduled start time.

5. OBJECTIVES OF THE POLICY.

- 5.1 To provide a workplace rule for ensuring standard time for commencing duty by all the employees of the Municipality.
- 5.2 To introduce administrative control mechanisms in the event of violations of the set standard of attendance.
- 5.3 To ensure that fruitless expenditure is not incurred by Council as a result of employees who fail to attend agreed and confirmed Council workshops and events.

6. PROCEDURE

This policy applies to all employees of the Municipality. Employees are expected to be at their work area at their scheduled start time (7H30 to 16H00 with lunch break at 12h30 to 13h00). The Municipality determines the work schedule and hours for

employees as necessary for its operations. However, work schedules may vary among Directorates including hours of work.

7. ABSENCE

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

8. SCHEDULED ABSENCE

- 8.1 Employees are to notify their Supervisors as soon as possible about scheduling time off from work (eg doctors appointment, personal days etc) whether paid or unpaid.
- 8.2 Scheduled absence is arranged at the mutual convenience of the Directorate and employees based on the operational needs of the Directorate. Absence can be considered if a 24 hour notice is given in advance. And the absence is approved by the Supervisor.

9. UNSCHEDULED ABSENCE

If an employee misses work due to an unscheduled absence (eg calling – in due to sickness), he/she must follow prescribed procedure for calling-in. Failure to follow prescribed procedures may result in disciplinary action. After 10 consecutive days of unscheduled absence, failure to notify and received approval will be considered absconding and the employees' status can be terminated effective from the day following the last day of work.

10. EXCESSIVE UNSCHEDULED ABSENCE.

Excessive unscheduled absence may result in instituting disciplinary action. 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:

- 11.1 **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, eg, Monday or Friday, or always on the day before or after a holiday, etc.
- 11.2 **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 absence may not constitute a predictable pattern, is the employee often absent.

11. NON – ATTENDANCE OF COUNCIL WORKSHOPS AND TRAININGS OF OTHER SCHEDULED EVENTS

Councillors/employees who accept/acknowledge attendance of scheduled workshops and other Council events but fail to attend without valid reason or prior notice shall be held liable to re-imburse Council for all the expenses incurred for organizing the

event concerned. An employee/Councillor must bring attendance register of the event attended as well as the accommodation printout. These expenses shall include accommodations, meals and proportional cost of facilitating workshop/event. Council may also institute disciplinary proceedings against Councillor/Employee.

12. TARDINESS

Employees are considered tardy when he/she fails to report to the assigned work area at the scheduled time, leave work prior to the end of assigned/scheduled work time without prior Supervisory approval and takes an extended meal or break period without approval (include). Municipality defines 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 Municipalities prescribed procedures. Employees may not extend a normal workday to make up for being tardy without Supervisor's approval.

13. MANAGEMENT OF ATTENDANCE.

Timely and regular attendance is an expectation of performance 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. In the event an employee is unable to meet this expectation, he/she must obtain approval from their supervisor in advance of any requested schedule changes. This approval includes request to arrive late or requests for early departures from work. Departments have discretion to evaluate extraordinary circumstances of tardiness, absence or failure to clock-in or clock-out and determine whether or not to count the incident as an occurrence.

14. DEPARTMENTAL NOTIFICATION PROCEDURE

- 14.1 Employees are expected to follow departmental notification procedures if they will be late for work, will not be at work, or a requesting planned time away from work, employees must request in advance to their Supervisor and in accordance with departmental procedure if they wish to arrive early or leave early from their designated working hours.
- 14.2 An employee who fails to call in and report to work as scheduled for three consecutively scheduled work days will be viewed as having abandoned their position. The Supervisor should consult with Human Resources if this situation occurs.
- 14.3 Incidents of not following the Departmental notification procedures, including no-call/no-show will be addressed in accordance with the Municipal Disciplinary procedures.

15. CLOCKING PROCEDURE

- 15.1 Clocking in is at 7:30 am and clocking out is 16H00pm every working days.
- 15.2 Employees will be expected to clock at the Centre where they are located except in exceptional cases or where arrangements are made.

- 15.3 Managers will make exceptions on the system for employees attending meetings and workshop
- 15.4 Defaults on the clocking system must be reported in time to the IT.
- 15.5 Employees who worked for less than 8 hours and have worked overtime, hours not worked will be deducted from the overtime worked and those who worked for less than 8 hours without overtime, will have to work those hours to cover for hours not worked.
- 15.6 Overtime worked will be linked to clocking system, employees working overtime must in and out for overtime worked, if no clocking in and out for overtime is done, overtime for that day will not be paid.
- 15.7 Employees not clocking in and out on the system will be deemed as unpaid leave for the period not clocked in if they are on duty however the supervisor must first investigate what lead to the subordinate not clocking.
- 15.8 No clocking after 10H00 even if arrangement has been made with Supervisor/Manager, the day will be deemed as vacation leave.
- 15.9 Employees are expected to work 8 hours per day on a normal working day. The normal working hours are from 07H30 AM to 16H00 PM.
- 15.10 All employees are expected to report to work on time and maintain the satisfactory record of attendance
- 15.11 It is the responsibility of all employees to personally clock in and out.
- 15.12 In case an employee is unable to come to work he/she is required to notify their reporting Manager/Supervisor within the start of one hour of work schedule so that attendance can be recorded timely.
- 15.13 In case an employee is unable to come to work due to some emergency, the immediate Manager/Supervisor should be informed
- 15.14 The work must continue till the end of work timings except for the break time.
- 15.15 Late arrival and early departure will not be tolerated and would be considered as absent from work and this will lead to salary deductions equating to the total number of hours not worked unless the supervisor is informed.

16. Roles and responsibilities

The Municipal Manager or his / her delegated assignee(s) accept overall responsibility for the implementation and monitoring of the policy.

17. POLICY MONITORING AND EVALUATION

17.1 This policy shall be implemented and effective once recommended by the Local Labour Forum and approved by Council.

17.2 Non-compliance to the stipulations contained in this policy shall be regarded as breach of Code of Conduct, which shall be dealt with in terms of the Code of Conduct.

17.3 Management shall carry out the monitoring and evaluation of the policy's implementation.

18. POLICY APPROVAL

This policy was formulated by HR Management in consultation with the Local Labour Forum.

Authorised by Municipal Manager: Signature: _____ Date: _____

Recommended by Portfolio Committee

on Corporate Services: Signature: _____ Date: _____

Approved by Municipal Council: Signature: _____ Date: _____

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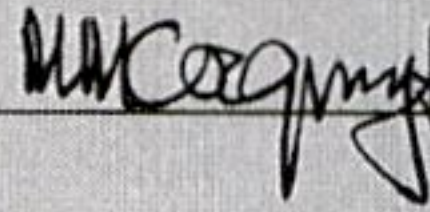
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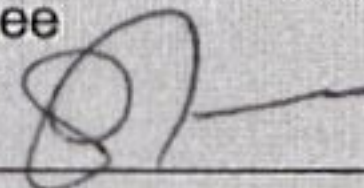
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