



ATTENDANCE & PUNCTUALITY POLICY

JOHN TAOLO GAETSEWE DISTRICT MUNICIPALITY

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SIGNATURE OF THE MUNICIPAL MANAGER

Ms P Q Mogatle

SIGNATURE OF THE SPEAKER

Reaffirmed

JOHN TAOLO GAETSEWE DISTRICT MUNICIPALITY



ATTENDANCE & PUNCTUALITY POLICY 2021/2022

1. INTRODUCTION

The John Taolo District Municipality takes note of the fact that, timeous attendance is a necessary condition of employment, and it is very important for an organization to be efficient in its operation. Therefore, it is important for the John Taolo Gaetsewe District Municipality to manage the attendance of its employees in a way that will enable it to continue with its daily operations without interruptions.

This policy will be read in conjunctions with the Leave Policy.

2. OBJECTIVES OF THE POLICY

The objective of the policy is to provide a standard attendance and punctuality framework for all employees.

3. DEFINITIONS

Tardiness — The habit of adhering to a correct or usual or expected time.

Time Off — Leave

4. LEGAL FRAMEWORK

Labour Relations Act 66 of 1995

Basic Conditions of Employment Act 75 of 1997 (Chapter 2)

5. SCOPE

5.1 Employees: this policy applies to all employees of the John Taolo Gaetsewe District Municipality.

6. POLICY CONTENT

A person is considered absent from work when not available for the assigned work scheduled regardless of the reason.

6.1 SCHEDULED ABSENCES

6.1.1 Employees are to notify their supervisors two days in advance, about scheduling time off from work whether paid or unpaid.

6.1.2 Scheduled absences are arranged at the mutual convenience of manager and employee.

Ms P Q Mogatle

Speaker

- 6.1.3 Absence can be considered scheduled if a 48 hour advance notice is given and the absence is approved by the supervisor.
- 6.1.4 Only under urgent circumstances will the employees be released immediately, e.g. of a family member or self, death or anything that can be described as urgent by both the supervisor and the employee.
- 6.1.5 Managers and supervisors will not deny subordinates leave or time — off unreasonably, especially when they have planned for their programmes in advance.

6.2 UNSCHEDULED ABSENCE

- 6.2.1 Absence that is a result of a domestic emergency (including illness, accident, etc. on the part of the employee) will be communicated and can be authorized later, and proof should be produced.
- 6.2.2 Failure to notify and receive approval will result in disciplinary actions after ten consecutive days of unscheduled absence and it can be considered as abscondment. It is the responsibility of the employee to inform his or her manager about their unscheduled absence.

6.3 EXCESSIVE UNSCHEDULED

- 6.3.1 Excessive unscheduled absence will be monitored, and it may result in instituting disciplinary action on the employee in question. The supervisor will notify an employee when patterns or concerns develop that may take them at risk of being reprimanded.
- 6.3.2 Example of excessive behaviours are: A pattern of absence e.g. being consistently absent a day after pay, or being consistently absent any other day, especially Mondays and Fridays, a day before or after a holiday. These patterns will be further determined by the immediate supervisor of the manager.

6.4 TARDINESS

- 6.4.1 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.

S P Q Mogatle

Speaker

- 6.4.2 An employee who expects to be late will notify his/her supervisor. Employees may not extend a normal workday to make up from being tardy without the approval of the supervisor.

6.5 ATTENDANCE REGISTER

- 6.5.1 Attendance register will be used as a time reporting system in order to document work time and breaks from work. Supervisors will monitor the attendance register and if members have not signed by **10H00** they will be regarded as absent from duty.
- 6.5.2 Late arrivals and early departures, and extended breaks will be accounted for by the employee.
- 6.5.3 Failure to adhere to the time reporting procedure may be grounds for instituting disciplinary procedures up to and including dismissal.

6.6 OFFICIAL TIMES FOR DUTY AND LUNCH AND TEA BREAKS

- 6.6.1 The official starting time for duty is 07:30 for all employees. The lunch breaks is from 13H00 —14H00. The official knocking off time is 16H30 Monday to Thursday, 15H30 on Fridays for all employees. An employees who intend to work extra hours will inform their immediate supervisors.
- 6.6.2 Only the receptionist will go for lunch on flexi hours, but not all the time.

6.7 IMPLEMENTATION AND MONITORING

All departments will be responsible for the implementation and monitoring of this policy.

6.8 POLICY REVIEW

This policy will be reviewed annually.

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