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CAPE AGULHAS MUNICIPALITY  
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# **CAPE AGULHAS MUNICIPALITY**

## **Time and Attendance Policy**

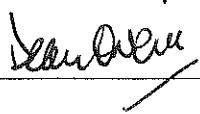
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Approved by Council: Decision 209/2019

**ISSUING CERTIFICATE**

Version
Date
Summary
Signature
Approved by the Council
Transitional arrangements
Effective date
Next revision date

This document is the Fleet Management Policy and Procedures applicable to the Cape Agulhas Municipality

Signature:  Date: 13/01/2020

ACCOUNTING OFFICER  
*As delegated in terms of the AO Finance Delegations, item issued in terms of section 79 of the MFMA, dated 31 MAY 2016*

Approved by the Council: 209/2019 Date: 10.12.2019

Resolution

## POLICY ON ATTENDANCE AND ABSENTEEISM

### 1. PREAMBLE

Cape Agulhas Municipality is responsible for providing the public, both residents and businesses alike, with services required to effectively and efficiently operate the Municipality. In doing so, the Municipality is open for business from Monday to Friday during normal working business hours:

- **08:00 to 13:00 and 13:30 to 16:30 ( Friday 16:00)**
- **08:00 to 13:00 and 13:40 to 17.00 ( Friday 15:40)**

All employees will work such hours and days in accordance with the operational needs and requirements of the employer. Shift workers will be dealt with in terms of the shifts hours agree upon.

Attendance by employees in the workplace is very critical for service delivery. Cape Agulhas Local Municipality abides itself to the principles of professionalism by employees employed in the Municipality.

Employees are expected to be **punctual** on attendance.

### 2. PURPOSE

- a) The purpose of this policy is to provide a standard of attendance and punctuality for all employees. Because employees are vital to the operations of Cape Agulhas Local Municipality, reliable and consistent attendance is a condition of employment.
- b) The Municipality recognizes the need to manage work attendance across the entire institution while ensuring that the interests of individual employees are balanced with the Municipality's need for regular attendance at work. In terms of common law an employee is required, in the context of work requirements, to tender full performance to the employer. Failure to do so, for example by being absent from work, constitutes a breach of the common law and or the employment contract.

- c) The policy addresses the issue of absence, tardiness and attendance register and system by employees.

### **3. DEFINITIONS**

All terminology of this policy shall bear the same meaning as in the applicable legislation, and or collective agreements.

### **4. LEGAL FRAMEWORK**

This policy draws its mandate from the following legislation and prescribes:

- Labour Relations Act no. 66 of 1995
- Basic Conditions of Employment Act no. 75 of 1997
- Main Collective Agreement .....-SALGBC
- Collective Agreement in the Western Cape on Basic Conditions of Services.
- Code of Conduct for Municipal Staff at Cape Agulhas Municipality.

### **5. SCOPE AND APPLICATION**

This policy applies to all employees of Cape Agulhas Local Municipality. Employees are expected to be at their work area at their scheduled time. The official working hours for all employees will be from **08:00** till **16:30, 17:00** with a lunch break from **13:00** to **13:30** or **13:40**.

**All employees need to clock in and out on the biometric clock system.**

#### **5.1. Hours of Work and Lunch periods**

Employees **must observe** the starting, lunch and ending time.

##### **5.1.1. Starting time**

Employees are expected to be ready for work at the beginning of their assigned shift. In other words, employees must be at work and ready to serve the public at **08:00**.

### **5.1.2. Lunch period**

All employees are provided for 30 or 40 minutes for lunch on a daily basis. The lunch will be from **13:00 to 13:30 / 13:00 to 13:40**, during normal business hours.

### **5.1.3. Ending time**

The Municipality will be open for service to the public from the beginning of the work day; therefore employees are required to be at their work stations until **16:30 or 17:00**

## **6. POLICY CONTENT**

Cape Agulhas Local Municipality is expected to provide cost effective and efficient services to the public. The ability to provide such services is determined by the proper utilization of all the Municipal resources including employees.

The Municipality has dedicated employees who serve the public on a daily basis as expected and desired. However, the Municipality may also have certain individuals who do not live up to expectations.

### **6.1 Absence**

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

The following types of leave will not be classified as unpaid leave or days.

Annual leave

Sick leave

Family Responsibility leave

Special leave

Study leave

Overtime leave

Maternity leave

Injury on duty Leave

Leave for attendance of workshops/training/seminars/conferences

Employees should still follow the department's procedures to apply for leave.

#### 6.1.1. Scheduled absences:

- Employees are to notify their managers/supervisors as early as possible about scheduling time off from work (e.g. *doctor's appointment, personal days etc.*), whether paid or unpaid.
- Scheduled absences are arranged at the mutual convenience of the Department and employee based on the operational needs of the Department.
- Absence can be considered scheduled if an **8-hour advance** notice is given in advance, and the absence is approved by the manager/supervisor.

#### 6.1.2. Unscheduled absences:

- If an employee misses work due to an unscheduled absence (e.g. *calling –in due to sickness*), he/she must follow prescribed Department procedures for calling in.

- The following factors must be considered when an employee is frequently on an unscheduled absence:

***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 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.

- The stance of Cape Agulhas Municipality is zero-tolerance of unscheduled absence. However, due to various circumstance, each case of absenteeism will be dealt with on a case by case basis.

#### 6.1.3. Tardiness:

- Employees are considered tardy when he/she fails to report to the assigned work area at the scheduled time. This includes returning from lunch breaks.

- Departments define punctuality standards for their operations and are responsible for communicating them to their employees.
- Employees who expect to be late are to notify the manager/supervisor or his/her assignee according to Departmental prescribed procedures.
- Employees may not extend a normal workday to make up for being tardy without supervisors' approval.

#### **6.1.4. Attendance Register:**

- Where applicable, employees must use a time reporting system (KRONOS) or attendance register to document work time and breaks from work.
- Absences, late arrivals, early departures, and extended breaks in the workday must be accounted for on the employee's time record.
- Failure to adhere to time reporting procedures may be grounds for instituting disciplinary procedures up to and including dismissal.
- A missed clock in or clock out is a violation of this policy and the departments should deal with this immediately.

### **7. IMPLEMENTATION AND MONITORING**

This policy will be implemented and effective once recommended by the Local Labor Forum and approved by Council.

### **8. COMMUNICATION**

This policy will be communicated to all Municipal employees using the full range of communication methods available to the municipality.

### **9. ROLES AND RESPONSIBILITIES**

The Municipal Manager or his/her delegate assignee accepts overall responsibility for the implementation and monitoring of the policy.

#### **9.1. Managers:**

All managers will ensure the consistent administration of this policy.

## **9.2. Employees:**

The Municipality expects its employees to meet their employment obligations and to attend work on a regular basis. To that end the Municipality will Endeavour to foster and encourage effective and efficient workplace conditions.

## **10. ENFORCEMENT POLICY**

All managers are responsible for the policy enforcement.

## **11. DISPUTE RESOLUTION**

Any dispute arising from this policy due to ambiguous wording or phrasing must be referred to the Local Labor Forum for adjudication. Resolutions from the LLF must be incorporated into the policy. After, it must follow the dispute mechanism of the Bargaining Council.