



TIME AND ATTENDANCE POLICY
2021/22

Summary

This policy provide a standard attendance and punctuality framework for all employees. Employees are expected to be at their work area at the scheduled start time.

Publication Date	
Review Date	September 2021
Related Legislation/Applicable Section of Legislation	<ul style="list-style-type: none"> • Labour Relations Act 66 of 1995 • Basic Conditions of Employment Act 77 of 1997 • SALGBC Main Collective Agreement 2007
Related Policies, Procedures, Guidelines, Standards, Frameworks	Basic Conditions of Employment Act No. 75 of 1997 (Updated December 2008)
Replaces/ Repeals (whichever is relevant, if any)	
Policy Officer (Name/Position)	M.W. Mxekezo
Policy Officer (Phone)	040-6733095
Policy Sponsor (Name/Position)	
Department Responsible	Corporate Services
Unit responsible	Human Resources
Applies to	All employees
Key Words	Time and Attendance Policy
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Council approval date	

Version	1
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REVISION RECORD

Date	Version	Revision Description

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APPENDIX

1. TITLE

Time and Attendance Policy

2. 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 condition of employment.

3. SCOPE

This policy applies to all employees of the Ngqushwa Municipality. Employees are expected to be at their work area at their scheduled start time.

4. PROCEDURE DETAIL

4.1 OBJECTIVES OF POLICY

- 4.1.1 To provide a workplace rule for ensuring standard time for commencing duty by all the employees of the Municipality
- 4.1.2 To introduce administrative control mechanisms in the event of violations of the set standard of attendance
- 4.1.3 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

4.2 PROCEDURE

4.2.1 This policy applies to all employees of the Municipality. Employees are expected to be at their work area at their scheduled starting time. (8h00 – 13h00 and 14h00- 16h30). 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.

4.2.1.1 Absence

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

4.2.1.2 Scheduled absence

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. Scheduled absence is arranged at the mutual convenience of the Directorate and employee 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.

4.2.1.3 Unscheduled absence

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

4.2.1.4 Non-attendance of council workshops, trainings, other scheduled events and workshops

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 accommodation, meals and proportional cost of facilitating the workshop/event. Council may also institute disciplinary proceedings against the Councillor/employee.

4.2.1.5 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:-

- **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:** 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.

4.2.1.6 Tardiness

Employees are considered tardy when he/she fails to report to the assigned work area at the scheduled time, leaves 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). Directorates define 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 Directorate prescribed procedures.

Employees may not extend a normal workday to make up for being tardy without supervisor's approval.

4.2.1.7 Attendance Register/Clocking machine

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

4.3 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 requests 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.

4.4 FAILURE TO CLOCK IN/OUT

Employees are required to follow established guidelines for recording their actual hours worked. A missed clock in/out is a violation of this policy and includes:-

- 4.4.1 Failure to clock in/out on their designated time clock at the beginning and/or end of their assigned shift/designated working hours;
- 4.4.2 Failure to clock in/out on their designated time clock for the meal break;
- 4.4.3 Failure to accurately and timely report time worked.
- 4.4.4 Clocking in/out early (or late) of assigned shift without prior approval.

4.5 DEPARTMENTAL NOTIFICATION PROCEDURE

- 4.5.1 Employees are expected to follow departmental notification procedures if they will be late for work, will not be at work, or are 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.
- 4.5.2 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.
- 4.5.3 Incidents of not following the departmental notification procedures, including No-Call/No-Show, will be addressed in accordance with the Municipal Disciplinary Policy.

4.6 MONITORING, EVALUATION AND REPORTING

Distribution of time sheets on weekly basis (every Monday) to department HOD's and line managers for monitoring their subordinates. Quarterly submission to MANCO about unsubstantial lateness of all municipal employees. A report detailing the progress with the implementation of Time and Attendance Policy with specific reference to achievement of this policy has to be compiled every year by the person with the responsibility for implementation and monitoring. The policy must be made

available to all consulting parties for perusal and comment and must be circulated to all staff members by means of circulars, notices and notice boards.

4.7 COMMUNICATION

Circulars, messages and notices on notice boards will be utilized in order to inform all employees of the availability of the policy. Copies of the policy will also be distributed to the parties that took part in the consultation process

4.8 REVIEWAL OF THE POLICY

It will be the responsibility of the Corporate Services Department to consider the provisions of this policy on annual basis. The Corporate Services Department shall request all Departments to submit their proposed changes for submission to Council for approval.

5. ROLES AND RESPONSIBILITIES

Role	Authority
Create, evaluate, review and adopt the policy	Council
Quarterly submission to MANCO about unsubstantial lateness of all municipal employees	Director Corporate Services
Distribution of time sheets on a weekly basis (every Monday) to department HOD's and line managers for monitoring their subordinates	Human Resources Section

6. MONITORING, EVALUATION AND REVIEW

To expedite the decision-making process the municipality should authorise a designated employee, preferably Municipal Manager to consider and approve applications for the time and attendance. Director Corporate Services or a nominated candidate from Human Resource Section shall be responsible for overall monitoring, evaluation, review and ensuring that there is compliance with the Time and Attendance Policy. The policy shall be reviewed on an annual basis.

7. DEFINITIONS AND ABBREVIATIONS

Term	Meaning
Unscheduled absence	an occurrence of absence and/or tardiness that is unrelated to approved time off
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 the scheduled work day without supervisor approval will also be included.
Late report	failure to notify supervisor when unable to report to work within 30 minutes of the start time
Partial absence	arriving at work 2 hours late but missing less than 50% of a scheduled workday
Full absence	missing 50% or more of a scheduled workday
Unreported absence	failure to notify supervisor of partial or full absence
Patterned absences	absences before or after weekends, holidays or vacation days or absences following payday
Excessive absenteeism	refers to repeated occurrences of unscheduled absences and/or tardiness that are unrelated to approved time off.

8. SUPPORTING DOCUMENTS

NONE

9. REFERENCES

NONE

10. APPENDIX

NONE

11. ADOPTION AND APPROVAL OF THE POLICY BY COUNCIL

This policy is adopted and approved by the full Ngqushwa Local Municipality Council for implementation



MUNICIPAL MANAGER



MAYOR

23/08/2022

DATE

30/08/2022

DATE