

## Annexure Q

# **ATTENDANCE AND PUNCTUALITY POLICY**

### 1. Purpose.

The purpose of this policy is to provide a standard of attendance and punctuality for all employees. Because employees are vital to the work of the MUNICIPALITY, reliable and consistent attendance is condition of employment.

### 2. Procedure.

This policy applies to all employees of the MUNICIPALITY. Employees are expected to be at their work area at their scheduled start time. Each Directorate determines the work schedule and hours for employees as necessary for its operations. However, work schedules may vary among Directorates including hours of work.

#### 2.1 Absence.

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

##### 2.1.1 Scheduled Absences:

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 absences are arranged at the mutual convenience of the Directorate and employee based on the operational needs of the Directorate. Absence can be considered scheduled if a 24-hour advance notice is given in advance, and the absence is approved by the supervisor.

##### 2.1.2 Unscheduled Absences:

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

##### 2.1.3 Excessive Unscheduled Absences:

Excessive unscheduled absences may result in instituting disciplinary action up to and including dismissal. 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 absences may not constitute a predictable pattern, is the employee often absent.

#### **2.1.4 Tardiness:**

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. Directorates 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 Directorate prescribed procedures. Employees may not extend a normal workday to make up for being tardy without supervisors approval.

#### **2.1.5 Attendance Register:**

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 employees time record. Failure to adhere to time reporting procedures may be grounds for instituting disciplinary procedures up to and including dismissal.