

# MOLEMOLE LOCAL MUNICIPALITY



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## Attendance and Absenteeism

**POLICY : ATTENDANCE AND ABSENTEEISM**

**APPLICABLE : MOLEMOLE LOCAL MUNICIPALITY EMPLOYEES**

**1. POLICY STATEMENT**

Molemole Local Municipality is responsible for providing the community community, both residents and businesses alike, with better services required in a more efficient and effective manner. In doing so, the Municipality is open for business from Monday to Friday during normal business hours as follows:

- 8H00 a.m. to 16H30 p.m.

Additionally, the Municipality provides certain services to the Community communities that do not fall within the normal business hours. The municipality must be able to schedule employees in support of such services and be assured that these employees will be present as scheduled. Line managers are responsible to manage time and attendance of their subordinates outside normal working hours and where applicable arrange overtime and standby to to ensure continuity in service delivery as well as taking care of emergency situations.

As an employer, Molemole Local Municipality provides full-time employees with benefit programs that allow for paid absence from work for vacation, illness, family responsibilities, and maternity as addressed in the Conditions of Service. These programs are intended to provide employees with a balanced approach towards maintaining acceptable performance standards while attending to their personal and/or family needs.

To successfully meet the needs of the communities and concurrently provide time-off programs to full-time employees; the Municipality will utilize a consistent approach, as found in this attendance policy, in administering employee paid absence programs and maintaining favourable attendance standards. The success of the Municipality is dependent upon everyone working together.

Absenteeism, while recognized as sometimes beyond the control of employees, affects service delivery, increases costs and negatively affects other employees and management alike. It is the objective of the Municipality to inform all employees regarding the appropriate use of different types of leave to ensure work commitments are maintained and to promote a healthy workplace in which operational effectiveness is not jeopardized by frequent and/or unnecessary absenteeism.

**2. DEFINITIONS**

## **2.1 Hours of work, Lunch periods**

### **2.1.1 Starting time**

Starting time may vary by department in order to meet the needs of the community, but in general, the Municipality and its employees will observe the established "normal business hours". Employees are expected to be ready for work at the beginning of their assigned shift. In order to be "ready" employees need to arrive to work with sufficient time to attend to their personal needs. In other words, employees must be at work and ready to service the community at 8H00 a.m.

### **2.1.2 Lunch period**

All employees are provided thirty minutes for lunch on a daily basis. The lunch time will be from 13H00 to 13H30 daily, during normal business hours.

### **2.1.3 Ending time**

The municipality will be open for services to the community from the beginning of the work day; therefore employees are required to be at their work stations until 16H30 p.m. Employees must observe the starting, lunch and ending time.

## **3. INTENT**

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 the common law an employee is required, in the context of work requirements, to tender full performance to the employer and failure to do so, for example by being absent from work, constitutes a breach of the common law and or the employment contract.

The Municipality strives to ensure that employees who are excessively absent are made aware of Council's concerns as well as Council's expectation that their level of absences will be kept to the minimum and absenteeism itself will be used only in real emergencies, which can be substantiated in writing. Employees who demonstrate that they can no longer act in accordance with their employment obligations will be addressed in a consistent manner according to the disciplinary code.

### **3.1 ATTENDANCE REGISTERS**

The Municipality recognizes the need and importance of attendance registers in order to protect the rights of employees regarding accurate time keeping and accurate payment for time worked.

It is further an obligation to keep records according to section 31(1)(b) of the Basic Conditions of Employment Act, 1997 which stipulates that: "Every employer must keep a record containing at least the following information:

(b) the time worked by each employee;"

Accurate proof of attendance is also required in terms of the Compensation for Occupational Injuries and Disease Act of 1993 to enable a smooth compensation claim for injuries on duty.

Covid-19 presented challenges regarding the use of attendance registers however accurate attendance records will therefore be kept by means of proper line manager supervision and monitoring of their subordinates' whereabouts as well as partial use of attendance registers. The Municipality envisage putting electronic attendance system at all workplaces in the near future.

The Electronic Attendance Registers will allow employees to register their arrival time and departure time of each work day at any workstation throughout the day depending on their work schedule.

The Electronic Attendance Register will be integrated with the payday software currently in use.

#### **4. LEAVE**

All leaves will be dealt with in accordance with the Main collective agreements and Collective agreements on conditions of services.

##### **4.1 ANNUAL LEAVE**

Employees will be granted annual leave according to the terms of the applicable collective agreement and consideration of the Municipality's operational requirements. All annual leave must be applied for by the applicant at least three (3) days prior to the date of commencement for short periods and one month in advance for annual leave longer than five (5) days. This will assist Departments in making necessary arrangements for substitution during the employee's absence. Employees may not "call in" and request annual leave for the same day.

Leave must be approved by the relevant Manager/Supervisor before employees absent themselves and it remains the responsibility of the employee to ensure that the leave he/she applied for is approved in time.

##### **4.2 SICK LEAVE**

Molemole Local Municipality provides employees with paid sick leave days so employees can be off from work with pay for personal illness or injury. The amount of sick days that an employee is eligible for is specified in the Main Collective Agreement.

The intent for sick leave is to provide an opportunity to recover from illness without losing benefits. Additional paid sick leave will be dealt with in accordance to the Collective agreement on conditions of services.

Employees are to notify their supervisors before 09H00 when they are unable to attend work due to illness or injury. Should the illness or injury disable the employee for more than two consecutive days, a medical certificate from a registered medical practitioner is required to prove the illness or injury.

The employer is not obliged to pay an employee if the employee is off sick on more than two occasions over an eight week period if the employee does not provide a medical certificate from a registered medical practitioner.

#### **4.3 FAMILY RESPONSIBILITY LEAVE**

Molemole Local Municipality provides employees with paid family responsibility time off from work. This benefit is provided so employees may attend to their personal business without incurring a loss of income and the employees are required to submit proof to that effect.

Employees will be granted time according to the terms of the applicable Collective Agreement.

### **5. EXPECTATIONS**

#### **5.1 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 endeavor to foster and encourage effective and efficient workplace conditions.

#### **5.2 MANAGEMENT:**

Management will ensure the consistent administration of this policy.

### **6. ABSENTEEISM**

It is the policy of Molemole local municipality to reduce absenteeism by way of investigating all absenteeism in the organization and render assistance, if and when possible, through a process of counseling in order to correct the problem or to work around the problem. Where it is not possible to correct or work around the problem, then the appropriate action

must be taken. Molemole Local Municipality must ensure that this policy and its procedures are communicated to employees and form part of induction process for new employees.

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

Molemole Local Municipality has dedicated employees who serve the community on a daily basis as expected and desired. However, the Municipality may also have certain individuals who are habitually absent from the workplace.

### **6.1 HABITUAL ABSENTEEISM:**

- Is defined as frequent and repetitive unsubstantiated absences from the workplace that hinders an employee's ability or their fellow employee's ability to satisfactorily perform and complete their assignments.
- Habitual absenteeism includes but it is not limited to:
  1. Absence that cannot be substantiated by a valid sick note.
  2. Failure to notify (no call/no show) by not calling to advise your Manager, Supervisor or Departmental Head of your absence due to illness or (non-occupational) injury, depending on the merit of each case.
  3. Reporting to be sick for reasons other than illness or injury.
- A habitually absent employee is one who is incapable of sustaining regular attendance and has absences which are typically short-term and for a multiplicity of unsound reasons. Such absences do not include pre-approved annual leave and family responsibility time. In addressing employee absenteeism, the Municipality will review several aspects of an employee's performance and employment as follows:

### **6.2 ABSENTEEISM PROCEDURES AND ACCOUNTABILITY**

#### **6.2.1 Employees shall:**

- Notify their supervisors before 09H00 when they are absent for any urgent personal reason other than illness.
- When an employee is absent due to illness, he /she must maintain contact with the supervisor during the absence with regard to treatment and progress.
- When requested or after two consecutive days of absence due to illness provide a valid medical note that is dated the day of or during the period of absence stating the employee was unfit for work.
- Ensure that the medical documentation is accurately completed and received by the direct supervisor.

- Immediately notify their direct supervisor of any injury due to a workplace accident.

**6.2.2 Managers shall:**

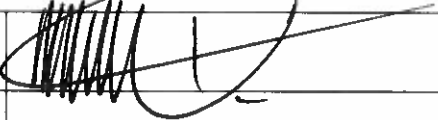
- Ensure the accurate and detailed monitoring and recording of absence and will forward attendance data and all medical documentation to the Human Resource Department each month.
- Enforce compliance to this policy and its procedures in accordance with the applicable Collective Agreement.
- Counsel employees who are continuously absent from work before instituting disciplinary action as per the collective agreement

**7. PROCEDURES FOR ABSCONDMENT / DESERTION AND IMPRISONED EMPLOYEES**

- Abscondment shall be dealt with in accordance with the provision of the disciplinary procedure collective agreement.

**8. ENDORSEMENT**

The Policy shall come into effect on the date of endorsement and shall cease only in the event where changes / variations has been signed by the Accounting Officer and approved by council. Changes resulting from change in legislation or any mandatory order will have automatic effect.

<b>Signature:</b>	
<b>Initials and Surname:</b>	M.E. PAYA
<b>Designation:</b>	MAYOR.
<b>Council Resolution Number:</b>	OC/7.1.2/27/05/22
<b>Council Date:</b>	29 May 2022