

ABSENTEEISM AND REPORTING ABSENCE FROM WORK POLICY

TABLE OF CONTENTS

1.	Scope	2
2.	Objective	2
3.	Responsibility	2
4.	Definition	2
5.	The duty of the employee to be at work	2
6.	Absence from work	3
7.	Absence after permission has been refused	4
8.	Desertion	4

1. **SCOPE**

1.1 This policy applies to all employees employed by the Kouga Local Municipality.

2. **OBJECTIVE**

2.1 The objective of this policy is to ensure that the Municipality is kept informed of the whereabouts of all employees and that the necessary arrangement/actions can be taken in case of an emergency or if work needs to be redistributed to other employees if an employee cannot come to work for whatever reason.

3. **RESPONSIBILITY**

3.1 Implementation of this policy is the responsibility of all Directors, Managers, supervisors and employees.

4. **DEFINITION**

4.1 Absence from work does not only mean not being at work. Absence also means:

4.1.1. Arriving late or poor timekeeping

4.1.2. Leaving early

4.1.3. Extended tea or lunch breaks - the employee is not at the workstation

4.1.4. Attending to private business during working hours

4.1.5. Extended toilet breaks

4.1.6. Feigned illness - thus giving rise to taking time off to "visit the doctor"

4.1.7. Undue length of time in fetching or carrying tools or visiting colleagues

4.1.8. Other unexplained absences from the workstation or from the premises where work duties are to be performed.

5. **THE DUTY OF THE EMPLOYEE TO BE AT WORK**

5.1. The very basis of the employment contract is that the employee must come to work, and

5.2. Be on time to perform the duties which, he/she has been hired to do, and the employee must be engaged in productive work for the contracted number of hours per day to perform the requisite duties.

5.3. If the employee does not do that, he/she cannot fulfil his/her contractual obligation and is therefore in breach of contract.

6. **ABSENCE FROM WORK**

6.1. Should an employee be unable to come to work, he/she must justify the absence.

6.2. The employee must notify the employer by not later than the contracted commencement time, on the first day of absence and each day of absence thereafter.

6.3. Under such circumstances, the employee must notify his/her immediate Supervisor personally preferably by telephone.

6.4. If for some valid reason the employee cannot personally phone his/her Supervisor, he/she should inform the Supervisor via SMS or email and as a last resort, by a message delivered with another employee or by a telephone call from family or friend.

6.5. It is no excuse that there are no means whatsoever of notifying the employer of absence.

6.6. Should the employee fail to notify the employer of the reason for absence within the period stipulated above, this renders the absence more serious.

6.7. Even if the employee does notify the employer that he will be absent, such notification does not mean that the absence is authorised.

6.8. The employer may decide to treat the absence as authorised and pay the employee for the period absent, or to authorize the absence but treat it as unpaid leave. It will depend on the circumstances and the decision is at the complete discretion of the employer.

6.9. The employer will keep detailed records of an employee's absence from work.

6.10. The principle of no work - no pay applies in cases of absence unless there are exceptional reasons offered by the employee and accepted by his/her Supervisor.

6.11. Any absence due to unrest, violence, political stay-away or national strike or stay-away will be treated as unpaid leave.

6.12. Deliberate and willful absenteeism is a serious offence and the employer will not treat this lightly.

6.13. The employer will observe absenteeism trends especially for absence on payday or the day after payday or absence on a Monday or a Friday or before or after a public holiday.

7. ABSENCE AFTER PERMISSION HAS BEEN REFUSED

7.1. It is a serious offence for an employee to absent himself from work after the employer has refused to grant him leave.

7.2. The employee may be disciplined for unauthorized absenteeism, gross insubordination, and refusing to obey reasonable and lawful instructions.

8. DESERTION

8.1. If an employee is absent from work for more than 10 consecutive days, without notifying the employer of the reason for his/her absence, this may be regarded as desertion and employee may be dismissed.



C DU PLESSIS
MUNICIPAL MANAGER

30 October 2018

DATE