MNQUMA LOCAL MUNICIPALITY

WORK ATTENDANCE AND PUNCTUALITY POLICY

MNQUMA MUNICIPALITY
P.O. BOX 36, BUTTERWORTH 4960
2025 -05- 29
MUNICIPAL MANAGER

Directorate: Corporate Services

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TABLE OF CONTENTS

Contents **Page**

1. PREAMBLE 3
2. DEFINITIONS 3
   2.2 Names and Definitions 3
3. LEGISLATIVE FRAMEWORK 3
4. CONSULTATION 3
5. APPLICATION PROCEDURES 4
   5.1 ABSENCE 4
      5.1.1 Scheduled Absences 4
      5.1.2 Unscheduled Absences 4
      5.1.3 Excessive Unscheduled Absences 4
6. TARDINESS 5
7. ATTENDANCE REGISTER 5
8. POLICY AUDIT AND REVIEW 6
9. APPROVAL OF THE POLICY 6
   I. AUTHENTICATION 6

MNQUMA MUNICIPALITY
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1. PREAMBLE

WHEREAS this policy is to provide a standard of attendance and punctuality for all employees.

WHEREAS employees are vital to the work of the Mnquma Local Municipality (MLM), reliable and consistent attendance is condition of employment.

NOW THEREFORE be it enacted by Council as Work Attendance and Punctuality Policy.

2. DEFINITIONS

2.2 Names and Definitions

Name	Definitions
"Municipality"	Mnquma Local Municipality as determined by the Constitution of the Republic of South Africa Act No. 108 of 1996 Section 155 (1) (b).
"Municipal Manager"	The person appointed by council as the head of the administration of the municipal council as prescribed in terms of Section 54(A) of the Local Government: Municipal Systems Act No. 32 of 2000.

3. LEGISLATIVE FRAMEWORK

The policy draws its mandate from the following legislation and prescripts:

3.2 Constitution of the Republic of South Africa Act No. 108 of 1996
3.3 Labour Relations Act 66 of 1995
3.4 Disciplinary Procedure Collective Agreement Circular No 01-2018
3.5 Code of conduct for Municipal Staff
3.6 Basic Conditions of Employment Act No.75 of 1997

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4. CONSULTATION

Relevant stakeholders shall be consulted in development and review of this policy, namely: Directorates, Management, SAMWU, IMATU and Council.

This policy applies to all employees of the MI-M. Employees are expected to be at their work area at their scheduled start time. Hours of work are stipulated in every employees' appointment letter and each Head of Department can determine the work schedule and hours for employees as necessary for its operations However, work schedules may vary among Directorates including hours of work.

5. APPLICATION PROCEDURES

5.1 ABSENCE

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

5.1.1 Scheduled Absences

5.1.1.1 Employees are to notify their supervisors immediately they become aware about the possibility of his/her time off from work (e.g. doctors' appointment, personal days etc), whether paid or unpaid,

5.1.1.2 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 notice is given in advance, and the absence is approved by the supervisor.

5.1.2 Unscheduled Absences

5.1.2.1 An employee must report for any unscheduled absence before work commencement time. If an employee misses work due to an unscheduled absence (e.g. Calling-in due to sickness), he/she must follow prescribe municipal procedures for calling in.

5.1.2.2 Failure to report on duty without a good cause shown may lead into the implementation of no work no pay against an employee as he or she gets remunerated on services rendered in terms of the contract of employment signed with the municipality.

5.1.2.3 After ten (10) 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.

5.1.3 Excessive Unscheduled Absences

5.1.3.1 Excessive unscheduled absences may result in instituting disciplinary action up to and including dismissal.

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5.1.3.2 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:

5.1.3.3 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

5.1.3.4 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.

6. TARDINESS'

6.1 Employees are considered tardy when he/she fails to report to the assigned work area at the scheduled time.

6.2 This includes returning from breaks and lunch breaks. Directorate defines punctuality standards for their operations and are responsible for communicating them to employees.

6.3 Employees who expect to be late are to notify the supervisor or his/her assignee according to Directorate prescribed procedures.

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

7. ATTENDANCE REGISTER

7.1 Employees must use attendance register to document work time and breaks from work including shifts and overtime. Absences (including leave), late arrivals and early departures are accounted for on employee's attendance register.

7.2 Failure to fill-in the attendance register to record reporting and departure times may be grounds for instituting disciplinary procedures up to and including dismissal.

7.3 Supervisors are to endorse attendance registers on a daily basis and Human Resources will do reconciliations with the leave system monthly.

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8. POLICY AUDIT AND REVIEW

The policy requires monitoring and its effectiveness will be audited on a quarterly basis and the policy will be reviewed annually in order to ensure it remains responsive and relevant

9. APPROVAL OF THE POLICY

This policy was adopted by Council on the **29 May 2025** as per resolution number **SCM7/25/007.1.3.3.**

10. AUTHENTICATION

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Mr. S. MAHLASELA
MUNICIPAL MANAGER

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CLLR T. MANXILA- NKAMISA
EXECUTIVE MAYOR

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