ABSENT AND DESERTION POLICY

Absent does not only mean not being at work. Absent also means:

1. Arriving late (or poor timekeeping. It is still absent as long as the employee is not at work.)
2. Leaving early (poor timekeeping. It is still absent if he is not at work)
3. Extended tea or lunch breaks - the employee is not at the workstation, and therefore absent.
4. Attending to private business during working hours - the employee is at work, but is not attending to his/her duties in terms of the employment contract - and is therefore absent.
5. Extended toilet breaks - same as extended lunch or tea breaks.
6. Feigned illness - thus giving rise to unnecessary visits to the on-site clinic, or take time off to "visit the doctor" - which they never do, because they don't need a medical certificate for less than 2 days off.
7. Undue length of time in fetching or carrying (tools from the tool room, for example, or drawings from the drawing office, etc)
8. Other unexplained absences from the workstation or from the premises.

AWOL (ABSENT WITHOUT LEAVE) POLICY

Absent without leave is creating an operational crisis, as well as unacceptable levels of service towards the clients. The financial burden in disciplining the guilty parties and loss of man-hours creates unacceptable problems:

The schedule of penalties for AWOL is as follows

1 Day with no excuse  First written warning
2 – 3 Days with no excuse  Second written warning
3 Days with no excuse  Final written warning
4 Days and more with no excuse  Dismissal
Pattern forming AWOL  Dismissal
The procedure if you know you is not going to be able to arrive for work

1. Phone the office 8 (eight) hours before the commencement of your shift in order to report your reason for not reporting for work.
2. Receive a reference number/name of a manager on duty.
3. Hand in your medical certificate on your first day of work after your absence to your operational manager. A medical certificate can only be from:
   3.1. A person entitled to practice as a medical practitioner in terms of section 17 of the Health Professions Act, 1974, (Act No. 56 of 1974).

AWOL PROCEDURE FOR MANAGERS

Desertion
A deserter is an employee who is absent from work for more than 3 days, without notifying you of the reason for the absence and you can show that he/she has no intention of returning to work. Remember that the intention to desert - the intention not to return to work - must be present. Therefore the manager cannot dismiss for desertion, an employee who has been off sick for 10 days without notification and who returns to work with a valid medical certificate. He had no intention to desert - he was sick.

The manager must be able to prove that he/she has attempted to contact the absent employee and the process would be as follow:

1. After 3 days sent out the 72 hours letter of desertion with registered post (see attached)
2. After 3 days send out the notice to attend a disciplinary enquiry with registered post (see attached)
3. After 7 days send out the second and final the notice to attend a disciplinary enquiry with registered post (see attached)
4. After 7 days and on the date of the final notice dismiss the employee in absentia.

Ensure that all employees regularly update the personal information document (see attached).
Notice Of Desertion

Dear ________________

The Company has noticed that you ________________ failed to show up for work for ______ days. (Dates: ________________ 20__). You are required to notify management within 72 hours by providing them with a valid reason and proof for not showing up for work and when you are planning to return to work.

Management will be forced to do a disciplinary hearing in your absence if you fail do to so which could lead to your possible dismissal.

Regards

____________________
Management
NOTIFICATION TO ATTEND A DISCIPLINARY HEARING

NAME: ________________________________ CO NO: _______________

DATE: __________________

Dear Sir, Madam

You are hereby requested (desertion, second, third time) to attend a disciplinary enquiry as follow:

Date: ___________________ Time: ____________________
Place: ___________________ Office: ___________________

The purpose of the enquiry is to investigate the following complaints against you:

1. Absent from work from ________________ at ________________.
2. Failure to report your absence from ________________ to Management of ________________.
3. Failure to provide valid proof of your absence from ________________ to Management of ________________.

A) At this enquiry you will be afforded the opportunity to answer to the complaints against you.
B) You have the right to a representative by a person of your choice within the Company.
C) You may also call witnesses and present documentary and verbal evidence in support of the case at the enquiry.
D) The proceedings will be conducted in English and you have the right to have the proceedings translated into your home language by an interpreter.

Please be advised that should you fail to attend, the enquiry, for the third time, it will be conducted in your absence.

EMPLOYEE: __________________________
Comp. Number: __________________________

__________________________                         ____________________
MANAGER SIGNATURE                                    WITNESS SIGNATURE
NOTIFICATION TO ATTEND A DISCIPLINARY HEARING

NAME: ________________________________ CO NO: _______________

DATE: __________________

Dear Sir, Madam

You are hereby requested (desertion, second, **third and final time**) to attend a disciplinary enquiry as follow:

Date: _______________________ Time:  _______________________
Place: _______________________ Office: _______________________

The purpose of the enquiry is to investigate the following complaints against you:

1. Absent from work from ________________ at ________________.
2. Failure to report your absence from ________________ to Management of ________________.
3. Failure to provide valid proof of your absence from ________________ to Management of ________________.

A) At this enquiry you will be afforded the opportunity to answer to the complaints against you.
B) You have the right to a representative by a person of your choice within the Company.
C) You may also call witnesses and present documentary and verbal evidence in support of the case at the enquiry.
D) The proceedings will be conducted in English and you have the right to have the proceedings translated into your home language by an interpreter.

Please be advised that should you fail to attend, the enquiry, for the third time, it will be conducted in your absence.

EMPLOYEE:  __________________________

Comp. Number:  __________________________

__________________________                         _____________________
EMPLOYEE SIGNATURE                                    MANAGER SIGNATURE

__________________________                         _____________________
WITNESS SIGNATURE                                    DATE
PERSONAL INFORMATION

SURNAME: _______________________________________________

NAME (full names): _______________________________________________

ID NUMBER: _______________________________________________

TELEPHONE NO: _______________________________________________

FAX NO: _______________________________________________

CELL PHONE: _______________________________________________

NEW RESIDENTIAL ADDRESS: ___________________________ POSTAL ADDRESS: ___________________________

______________________________________    _______________________

______________________________________    _______________________

______________________________________    _______________________

MARITAL STATUS: __________________________

NAME OF SPOUSE: ___________________________ BIRTHDAY: ________________

DEPENDANTS: ___________________________

NAMES OF DEPENDANTS     DATE OF BIRTH     AGE
___________________________  _______________   ___________
___________________________  _______________   ___________
___________________________  _______________   ___________

HIGHEST LEVEL OF EDUCATION ACHIEVED:
____________________________________________________________________________

IT WILL BE THE SOLE RESPONSIBILITY OF THE EMPLOYEE TO INFORM THE
EMPLOYER OF ANY CHANGES TO THE ABOVE MENTIONED DETAILS AT ALL TIMES. IF
THE EMPLOYEE DOES NOT INFORM THE EMPLOYER OF ANY CHANGES THAT TOOK
PLACE.

EMPLOYEE SIGNATURE: __________________

EMPLOYER SUPERVISOR SIGNATURE: __________________

DATE: __________________