

## **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).
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**Company Name/Logo**

Company address:

Tel:

Fax:

Email:

TO: \_\_\_\_\_

Date: / /

FROM: \_\_\_\_\_

**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: \_\_\_\_\_

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
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

\_\_\_\_\_  
DATE

\_\_\_\_\_  
MANAGER SIGNATURE

\_\_\_\_\_  
WITNESS SIGNATURE

## 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:** \_\_\_\_\_