

ANNEXURE 2: ABSENTEEISM & ABSCONTION POLICY

1. Absenteeism

- 1.1. No employee may be absent from work or his workstation without authorisation from management. The company deems absence from work or workstation a serious offence and may lead to the termination of the employee's services once due process has been followed.
- 1.2. In all cases of absenteeism from work the employee is required to complete an application for leave form. This must be done immediately on return to work and must be handed to the employee's immediate supervisor.
- 1.3. Management may ratify the absence should circumstances merit it and if the employee submits acceptable proof of the reason for the absence.
- 1.4. In all cases of absence, the employee is himself/herself required to contact his / her manager directly by no later than 8 am on the first day(s) of absence. The employee is required to speak directly to his / her direct supervisor. If the employee's direct supervisor is unavailable the employee is speak to the next higher level of management. Employees are not permitted to send messages through work colleagues and/or friends. The employee shall provide the following information when contacting the company:
 - 1.4.1.1. The reason for the absence
 - 1.4.1.2. The expected duration of the absence
 - 1.4.1.3. Contact details while absent
- 1.5. Employees are to keep management informed and up to date in respect of their condition and return date to work.
- 1.6. The employee shall not be paid for any unauthorised absence from work.
- 1.7. The employee shall further not be entitled to payment should he / she fail to submit a valid certificate from a practitioner registered with the Health Professions Council in cases where submission of a medical certificate is required by law prior to payment. In this regard employees are informed that management does not accept medical notes signed by nurses and issued by clinics and/or hospitals unless the medical certificate clearly states the attending medical practitioners name and contact details.
- 1.8. Management reserves the right to establish the authenticity of any medical note/certificate prior to payment.
- 1.9. Employees are further informed that should it be established that the reason for absence or any document submitted in support thereof be shown to be incorrect, untruthful and or fraudulent, the employee shall face disciplinary action, which could result in the termination of the employee's services.
- 1.10. Any employee who breaches the above requirements will be subject to discipline in terms of the Company's disciplinary policy. Sanctions against employees found guilty of misconduct could range from written warnings to dismissal, depending on the severity of the absenteeism and the number of previous warnings, if any.

2. Absconded/Desertion

- 2.1. In terms of the company policy, an employee is deemed to have absconded from his place of work, should he / she be absent for a continuous period of three days without informing the employer of his or her absence.
- 2.2. A letter or telegram will be addressed to the employee requesting the employee to contact the company and explain the reason for her / his absence. The letter will be sent either by registered post or hand delivered to the employee's address as recorded on the employee's personal file. It is the employee's responsibility to keep management informed of changes to their contact details. Management shall accept no responsibility for the employee failing to inform them of any changes to contact details.
- 2.3. The letter will state the following:
 - 2.3.1. That the employee is on unauthorised leave, alternatively has absconded from work.
 - 2.3.2. That the employee is required to contact the employer by a stipulated date and time and or to return to work by a stipulated date.
 - 2.3.3. That should it be found that the employee is on unauthorised leave disciplinary action will be taken which could result in the termination of the employee's contract.
 - 2.3.4. That should the employee fail to contact the employer, his / her absence will be treated as abscontion.
- 2.4. Should the employee fail to react within the time period stipulated in the letter, a Disciplinary Inquiry will be convened. The employee will be informed of the inquiry in writing. A notification to attend an inquiry will be sent to the employee at the address recorded in the employee's personal file.
- 2.5. Management reserves the right to take disciplinary action in instances where the employee contacts management in compliance with the letter sent in terms of clause 2.2 or attends to work within the stipulated time. Disciplinary action shall be taken in accordance with the company disciplinary code.
- 2.6. Employees are informed that failure to attend the inquiry may result in the inquiry being conducted in the absence of the employee.
- 2.7. Should the employee be unable to attend the inquiry, he / she is to inform their direct supervisor thereof. Messages sent through friends and work colleagues will not be accepted.
- 2.8. Should the chairperson find that the accused is on unauthorised absence from work with no intention to return, the chairperson will record that the employee has absconded from his / her place of work.
- 2.9. If the employee returns to work after it has been recorded that he / she has absconded, the employee may be given an opportunity to state a case in respect of the reason for not attending the inquiry. Depending on the statement of the employee, management may decide to reconvene a further inquiry into the employee's absence.