



KARIBIB TOWN COUNCIL

CALL IN POLICY

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CALL-IN POLICY

This policy is aimed at requiring all Staff Members to notify the Management of Karibib Town Council of their absence and time period thereof so that the Head of Departments or Section Heads can make suitable alternative arrangements with regards to getting the job done in the absence of the staff members concerned. This policy also specifically deals with staff members staying away from work without duly informing their superiors timeously of their whereabouts or intentions.

1. An employee may not be absent from work without approved leave or without a valid reason. The employee has the obligation to make his/her service available to Karibib Town Council, even if the workload does not require the presence of the employee.
2. All staff members who are unable to report for duty on any given day, due to illness or personal circumstances, are required to notify their immediate supervisor no later than 10h00 on the day in question. Should the employee's direct Supervisor not be available, then such notification should be given to the next higher level of authority – i.e. Section Heads or Head of Departments/ HR. Only in the event that both the direct Supervisor and the next level are not available should the notice be given to any other colleague which must be reported immediately. The employee must make sure the message is delivered to the intended department, failure to do, it will be regarded as absenteeism.
3. Notification of the employee's absence may be done telephonically however in this regard it is noted that "Missed Calls" and "Call me request" from cell phones are not acceptable. Notification may also be in a written format. It is the duty of the employee to ensure that the message is delivered timeously.
4. Absence without leave for short periods (late for work / punctuality) does not justify immediate formal disciplinary action unless the employee persists (more than three times on record), with the conduct. However, the employee will not be remunerated for the period of absence without leave and the employee shall be paid only the number of days worked as per the monthly payroll days whether or not a disciplinary hearing was conducted. This is based on the principle that an employee must make his/her work available to the employer and in return is entitled to remuneration.
5. An employee who is absent from work without leave on any working day before or after a public holiday is guilty of a misconduct and an amount not exceeding the remuneration which would have been payable to him/her in respect of the said working day and the said public holiday will be deducted from his/her normal remuneration.
6. All employees must utilise the clocking system provided by the Council to avoid their names registered as absent. The record shall be used as the viable evidence to justify abscondment, absent from work or late attendance.
7. Failure to adhere to this policy constitutes an offence and as such will lead to disciplinary action.
8. Staff members absenting themselves without authorization or calling in for a period exceeding 7 (working) days, maybe be regarded as having absconded and their Contract of Employment will be terminated in accordance with the provision as outline in section 29 (4) (a) (i&ii) of the Local Authorities Act, 1992 (Act No.23 of 1992) as

amended; the Namibian Labour Act; the existing Personnel Rules of Karibib Town Council, Ministerial directives and any internal policies dealing with absenteeism.

9. Absence without leave for thirty consecutive working days warrants summary termination of employment based on desertion. The employee shall be afforded the right to appeal against the termination within seven days of becoming aware of such termination.
10. Participation in illegal industrial action is regarded as absence without leave with aggravating circumstances.
11. Disciplinary action will be taken against an employee, irrespective of the deductions made from his/her salary.
12. Annual leave is only granted at the discretion of Karibib Town Council and upon written application prior to the period of absence. No vacation shall be granted for absence without notice or authorisation as a substitute.

Acknowledgement

I have received a copy of this policy/document. I confirm that the contents hereof have been explained to me and that I understand and accept the terms and conditions contained therein.

Employee Full name and Surname:.....

JobTitle:.....

Department:.....

Signed:

Date:.....

Date Approved:	
Date Implemented:	