



Province of the
EASTERN CAPE
SOCIAL DEVELOPMENT

SOP File Number:

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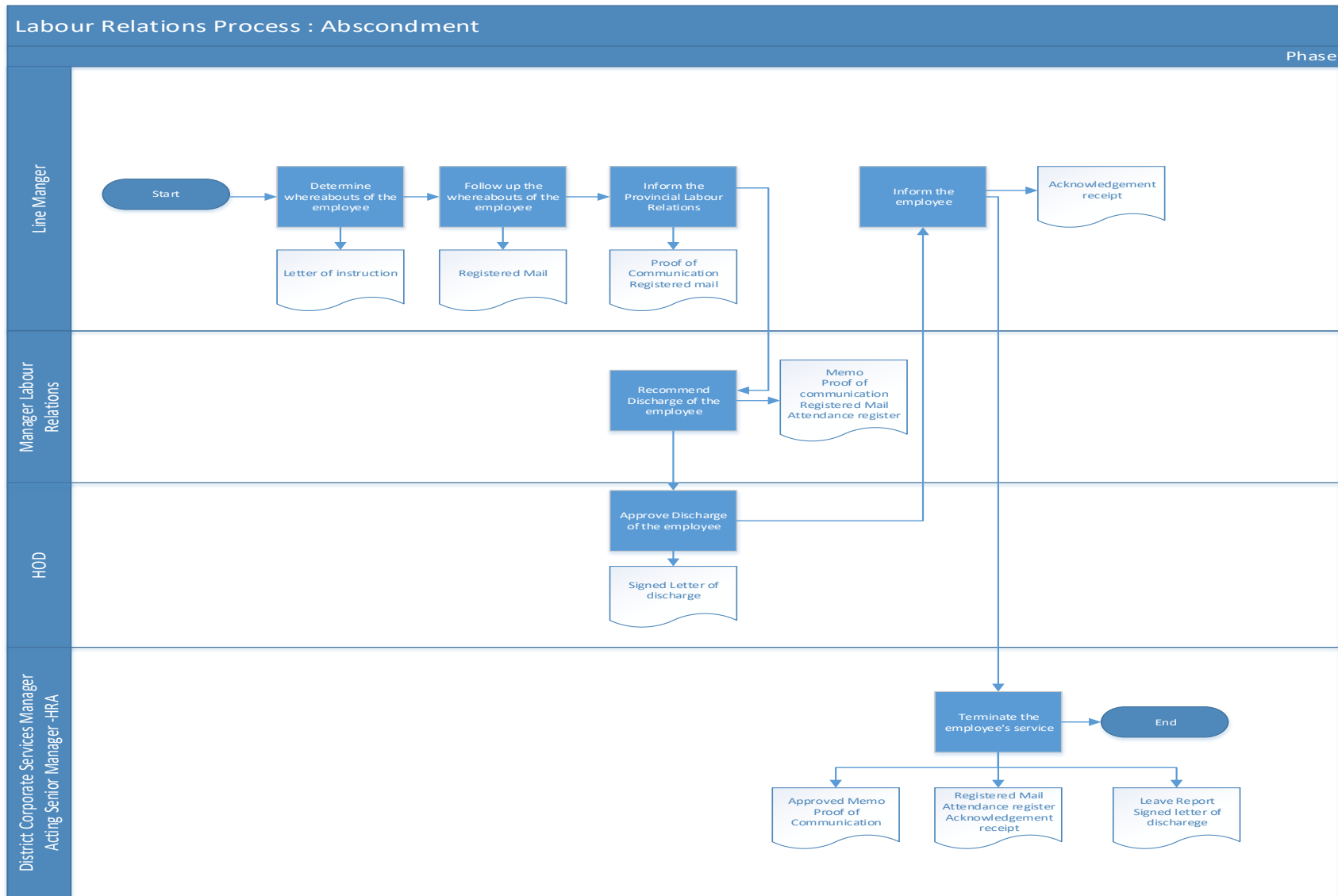
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STANDARD OPERATING PROCEDURE: ABSCONDMENT

Approval Date	
Commencement Date	
Review Date	
Periodical Review	Annually
Resources	Internal staff, Budget
Intent of SOP	To document the activities of the Abscondment process in a user friendly manner. This document can be used for training of newly appointed employees.
Scope	This SOP applies to the Eastern Cape Department of Social Development inclusive of all Districts.
Objective(s)	<ul style="list-style-type: none">• To promote fairness in the application of abscondment policy.• To promote consistence and establish uniform approach in the handing of abscondment.
Definitions	<p>Act: means all legislations that govern employee relations and are applicable in terms of this policy</p> <p>Abscondment: occurs when an employee has expressly or impliedly intimated that he/she does not intend to return to work. It, therefore, means an unexplained absence for an unreasonable period in relation to the employer's operational requirements</p> <p>Consistency: means an equitable treatment</p>

	<p>Head of Department: means the incumbent of a post for the Head: Social Development and includes any employee acting in such post</p> <p>Days: refer to working days</p>
Key Performance Indicator	Number of HR Practises implemented.
Principles	<p>Certain basic and essential principles will be strictly adhered to in the Disciplinary process. These principles are:</p> <ol style="list-style-type: none"> 1) Audi-attem pattern Rule must always apply. 2) The representation must be forwarded to the Relevant Executing Authority
Compliance Measures	<ol style="list-style-type: none"> 1) If employee is absent from official duties without permission for a period exceeding one calendar month. 2) While absent from duty, assume duty in another position 3) Whilst suspended, he or she resigns or without the consent of the supervisor assumes duty in another position. 4) While disciplinary steps are instituted, employee resigns or assumes duty in another position.

Diagram/Business Process Mapping



STEP BY STEP GUIDE

ABSCONMENT PROCESS

Nr	Task Name	Task Procedure	Responsibility	Supporting Documentation	Service Standard
1		<p align="center">Determine whereabouts of the employee</p> <ul style="list-style-type: none"> • Visit the employee's place of residence after 3 days. • Give the written instruction for the employee to report and keep the records of communications. 	Line Manager	<ul style="list-style-type: none"> • Letter of instruction 	3 days.
2		<p align="center">Follow up the whereabouts of the employee</p> <p>Send the registered letter to the last address of the employee; informing them to report on duty. The provisions of section 17 (3) of PSA should be clearly outlined.</p>	Line Manager	<ul style="list-style-type: none"> • Registered mail 	14 days
3		<p align="center">Inform the Provincial Labour Relations</p> <p>During the first week of the second Calendar month, inform the Labour relations Unit if the employee not yet reported on duty.</p>	Line Manager	<ul style="list-style-type: none"> • Proof of communication • Registered mail • Attendance Register 	7 days
4		<p align="center">Recommend discharge the employee</p> <p>Should the employee not report for duties without any valid reasons of absence within one calendar month, submit a memo for termination of services to HOD. Proof must be kept at all times for future reference.</p>	Manager Labour Relations	<ul style="list-style-type: none"> • Memo of communication • Proof of communication • Registered mail • Attendance Register • Leave report • Letter of discharge 	3 days

5		<p align="center">Approve discharge of the employee</p> <p>Approved submission and sign letter of discharge.</p>	HOD	<ul style="list-style-type: none"> Signed Letter of discharge 	5 days
6		<p align="center">Inform the employee</p> <p>Deliver the letter of discharge to employee and keep the record for future reference.</p>	Line Manager	<ul style="list-style-type: none"> Acknowledgement of receipt 	1 day
7		<p align="center">Terminate the employee service</p> <p>Terminate the services of the employee as per HRA termination process.</p>	District corporate services manager Acting Senior Manager-HRA	<ul style="list-style-type: none"> Memo Proof of communication Registered mail Attendance Register Leave report Acknowledgement of receipt Signed Letter of discharge 	2 days
		<p align="center">Present consideration of re-instatement</p> <p>If the employee who is deemed to have been so dismissed, reports for duty at any time after the expiry of one calendar month and has been dismissed in terms of section 17 (3) a; the Executive Authority on good cause shown and notwithstanding anything to the contrary contained in any law, approve the reinstatement of that employee in the public service to his or her former or any other post opposition, and in such case the period of his or her absence from official duty shall be deemed to be absence on vacation leave without pay or leave on such other conditions as the said authority may determine.</p>	Employee	<ul style="list-style-type: none"> Report 	30 Days

PROCESS RISKS

Process Name	Risk Description	Prob-ability (H/M/L)	Impact (H / M / L)	Control Description	System / Manual
ABSCONDMENT POLICY	Late reporting of abscondment and non-compliance with the policy by line Managers	H	H	Sensitization of Line Managers on Abscondment policy	Manual
	Payment of Salary to employees who are not at work will result in over payment of Compensation of Employee (COE)	M	M	Sensitization of Line Managers on Abscondment policy	Manual

LEGISLATION, POLICIES, PROCEDURES, LEGISLATION & OTHER DOCUMENTATION (i.e. SOPs)

Document Name	Section Description	Effective Date (if applicable)
Public Service Act 103	In terms of Section 17 (5) of the Public Service Act an employee, other than a member of the services or educator or a member of the Intelligence Services, who absents himself or herself from his or her official duties without permission of his or her head of the Department , office or institution for a period exceeding one calendar month, shall be deemed to have been dismissed from the public service on account of misconduct with effect from the date immediately succeeding his or her last day of attendance at his or her place of duty.	1994
Labour Relations Act 66	In term of Section 185 (a) of Labour Relations Act includes the rights of not to be unfairly dismissed. In term of Section 186 (1) of Labour Relations Act includes a dismissal means an employer terminated a contract of employment with or without notice.	1995
Social Development Leave Policy		2012
Abscondment Policy		2012

AUTHORISATIONS

Authorization:	Name:	Signature:	Date:
Quality Checked By Director : MIS	N.A.Mazizi		
Recommended by Acting Director : Employee Relations & Employee Wellness	Z.Sam		
Recommended by Chief Director: Corporate Services	F.Myburgh		
Approved by Superintendent General			
Distribution and Use of SOP	District Managers, Corporate Service Managers, Service Managers, Area Managers, Assistant Managers		