



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

**DEPARTMENT OF
SPORT, ARTS AND CULTURE**

WORKING HOURS AND WORKING ARRANGEMENTS

Policy Name	WORKING HOURS AND WORKING ARRANGEMENTS
Domain	Human Resource Management
Approval date	15/09/2015
Review date	09/2018

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1. ACRONYMS AND ABBREVIATION

MEC	Member of Executive Council
HOD	Head of Department
HRM	Human Resource Management
SMS	Senior Management Services

2. INTRODUCTION

The Provincial administration is committed to creating a working environment that is conducive to efficient service delivery and that is sensitive to the circumstances of its employees

3. PURPOSE OF THE POLICY

The purpose of this policy guideline is to provide for flexible standards and procedures in the working hours of the employees of Departments.

4. AUTHORITY OF THE POLICY

This policy is authorized and issued by the MEC for Limpopo Provincial Department of Sport, Arts and Culture. The policy resides with the HRM sub-branch, which is responsible for its implementation and monitoring

5. LEGAL FRAMEWORK

- a) Public Service Act, 1994
- b) Basic Conditions of Employment Act, 1997
- c) Labour Relations Act, 1995
- d) Public Service Regulations, 2001

6. SCOPE OF APPLICATION

This policy shall be applicable to all employees of the Department of Sport, Arts and Culture appointed or recruited in terms of the Public Service Act, 1994.

7. DEFINITION OF TERMS

None

8. POLICY PRONOUNCEMENTS\PRINCIPLES

- a) All full-time employees are expected to be on duty on each working day for a minimum of 8 hours per day and to work a minimum of 40 hours per week (meal breaks excluded). The normal working week is from Monday to Friday.

- b) Part-time employees will work the number of hours per day/week as specified in their employment contracts.
- c) Full time employees should commence working **from 07h 30 and knock off at 16h30. Lunch will be 1 hour which will be from 13h00 to 14h00.**
- d) No employee may be absent during normal working hours without obtaining prior approval from her/his manager/supervisor.

9. DEFAULT

Failure to comply with the provisions of this policy shall be dealt with in terms of the Public Service Disciplinary Code and Procedures, as amended.

10. INCEPTION DATE

The policy shall come into effect on the first date of the month following the month which the Executing Authority approved it.

11. TERMINATION AND REVIEW CONDITIONS

This policy shall be amended, after three years (3) or when there are major policy changes in government and will follow the initial policy development processes

12. ENQUIRIES

Enquiries with regard to any issues regarding this policy should be directed to Senior Manager HRM.

~~Recommended/Not Recommended~~



HEAD OF DEPARTMENT

2015/09/15
DATE

Approved /Not Approved:



MEMBER OF EXECUTIVE COUNCIL

27/01/2016
DATE