

**DEPARTMENT OF SPORT, ARTS AND CULTURE  
LIMPOPO PROVINCIAL GOVERNMENT**

**POLICY ON WORKING HOURS AND WORKING ARRANGEMENTS**

**1. Preamble**

The Department is committed to the creation of a working environment that is conducive to efficient service delivery and that is sensitive to the circumstances of employees.

**2. Purpose**

To provide flexible standards and procedures in the working hours of employees of the Department.

**3. Legal Framework**

- Public Service Act, 1994
- Basic Conditions of Employment Act, 1997 (Act No. 75 of 1997)
- Labour Relations Act, 1995 (Act No. 66 of 1995)
- Public Service Regulations, 2001 as amended
- Promotion of Administrative Justice Act, 2000 (Act No. 3 of 2000)

**4. Scope of Application**

- 4.1. The policy is applicable to all employees of the Department employed in terms of the Public Service Act, 1994 and does not apply to members of the Senior Management Services due to the nature of their work and responsibilities.

**5. Major principles**

- 5.1 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).
- 5.2 The normal working week is from Monday to Friday.
- 5.3 Part time employees will work the number of hours per day as specified in their employment contracts.
- 5.4 Full time employees should commence working from 07h30 and knock off at 16h30.
- 5.5 If an employee is requested to work after hours and/or during weekends, the request should be in writing and compensation or remuneration should be in compliance to the Basic Conditions of Employment Act.
- 5.6 Lunch should commence at 13h00 and end at 14h00.
- 5.7 No employee may be absent during normal working hours without obtaining prior approval from his/her manager/supervisor (except in emergency cases like ill-health, death or

accident). Such approval may only be given to attend to urgent private business that could not be done at another time.

**6. Monitoring, evaluation and reporting**

The sub-branch Human Resource Management & Development will be responsible for monitoring implementation of this policy and providing support service to management and to produce reports as and when required.


**7. Policy implementation**

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

**8. Amendment of policy**

This policy shall be reviewed annually and as and when necessary and it shall follow the initial process of policy development.

**Recommended/~~Not Recommended~~**

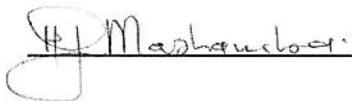


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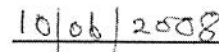


**DATE**

**Approved/~~Not Approved~~**



**MEMBER OF EXECUTIVE COUNCIL**



**DATE**