

MINISTRY OF ECONOMY
ATTENDANCE POLICY
INTERNAL USE ONLY

1.0 INTENT

- 1.1 The objective of this Policy is to establish reasonable and necessary control on the employees' attendance at workplace, and to ensure that the attendance records form a formal record for the Ministry.

2.0 REFERENCE DOCUMENT

- 2.1 This Policy is issued to complement:
- (i.) Sections 301, 302 and 303 of the Public Service Commission General Orders 2011;
 - (ii.) Part III (15) of the Public Service Commission Terms and Conditions of Employment for Government Wage Earners.

3.0 APPLICATION

- 3.1 This Policy applies to all employees except for the Permanent Secretary of Economy.

4.0 ABBREVIATIONS

HOS - Heads of Sections
PS - Permanent Secretary for Economy

5.0 REQUIREMENTS OF THE POLICY


- 5.1 Unless exempted by PS, all employees are required to use the Biometric Machine and the Attendance Register to sign-in and sign-out to record their daily attendance.
- 5.2 Any employee failing to sign-in and sign-out on the Biometric Machine is required to fill and submit a Biometric Form to justify his/her attendance for the day, unless the officer is on official leave or tour.
- 5.3 Any employee absent from duty, either arriving late to work or taking early departure, except in case of sickness or approved leave, shall have their pay deducted if the accumulated time of absence equals to or exceeds one hour in a month.
- 5.4 The absence can be compensated by time-off earned or annual leave, upon request.
- 5.5 In exceptional circumstances, the PS reserves the right to allow staff to be on flexi-hours.
- 5.6 Subject to 5.5 above, any staff on flexi-hours, shall forfeit the right to claim time-off in lieu with any overtime. In order to be eligible for time-off in lieu with overtime, the employee needs to revert to normal working hours.

6.0 EFFECTIVE DATE

- 6.1 This policy will come into effect on the date of its endorsement by the PS.

7.0 REVIEW OF POLICY

The policy will be reviewed after every two (2) years, or earlier if necessary.


Makereta Konrote
Permanent Secretary