

## DIRECTIVE 11/16

Supersedes: 11/10

# Minister for Employment and Industrial Relations Directive: Attendance Recording and Reporting Requirements

### 1. Purpose:

To set out the requirements for a recording system for attendance and leave, for reporting absence from duty and attendance on public holidays.

### 2. Effective date: 8 January 2016

### 3. Legislative authority:

Section 54(1) of the *Public Service Act 2008* and section 686 of the *Industrial Relations Act 1999*.

### 4. Application:

This Directive applies to public service employees.

### 5. Previous references:

- Directives 07/99, 12/01, 15/05 and 11/10
- Sections 18, 19, 26 and 30 of the *Public Service Management and Employment Regulation 1988* as in force on 24 February 1995
- Personnel Management Handbook Guideline No. M4
- Administrative Instruction Nos 1 I 25, 2 III 4

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### 6. Records to be kept

- 6.1 Subject to clause 6.2, attendance records are to be kept on all public service employees.
- 6.2 A chief executive is to maintain a system for recording starting and ceasing times, meal breaks and absences from duty. This applies to all employees in the department except for those who have been, or are of a class which has been, specifically exempted by the chief executive.
- 6.3 A chief executive will ensure that arrangements are in place to monitor exempted employees' absence from duty where such absence is taken for a full working day or longer.
- 6.4 The records referred to in clause 6 must be kept for six (6) years.

### 7. Reporting absences from duty

- 7.1 A public service employee who is prevented for any reason from attending work or performing their duties is to report the fact to their immediate supervisor or designated person as soon as possible.
- 7.2 If a public service employee is absent without authority, their immediate supervisor is to report the fact to the chief executive.

## 8. Public Holidays

- 8.1 A chief executive may require the whole or part of a department to remain open in the public interest for the whole or portion of a public holiday to be observed or a special holiday under the *Holidays Act 1983* and may require the attendance of any public service employee for this purpose.

Superseded by  
Directive 07/18