

MINISTER FOR EMPLOYMENT, TRAINING AND INDUSTRIAL RELATIONS

- 1. TITLE:** **Attendance – Recording and Reporting Requirements (Including Public Holidays)**
- 2. PURPOSE:** To prescribe the requirements for a recording system for attendance and leave, for reporting absence from duty and attendance on public holidays and special holidays.
- 3. LEGISLATIVE PROVISION:** Section 34(2) of the *Public Service Act 1996* and section 686 of the *Industrial Relations Act 1999*.
- 4. APPLICATION:** This directive applies to public service employees.
- 5. STANDARD:** The conditions prescribed in the Schedule apply.
- 6. EFFECTIVE DATE:** This directive is to operate from **5 December 2005**
- 7. VARIATION:** The provisions in the Schedule may be varied in accordance with a certified agreement made under Chapter 6, Part 1 of the *Industrial Relations Act 1999* or decisions of an industrial tribunal of competent jurisdiction.
- 8. INCONSISTENCY:** Sections 34 and 117 of the *Public Service Act 1996* and sections 686 and 687 of the *Industrial Relations Act 1999* apply if there is a conflict with an act, regulation or industrial instrument.
- 9. SUPERSEDES:** Directive 12/01: “Attendance – Recording, Reporting and Public Holidays”
- 10. PREVIOUS**
- 11. REFERENCES:** Directive 7/99: “Attendance – Recording, Reporting and Public Holidays”
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

SCHEDULE

ATTENDANCE – RECORDING AND REPORTING REQUIREMENTS (INCLUDING PUBLIC HOLIDAYS)

| GENERAL CONDITIONS | |
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| <p>1. Records to be kept</p> <p>1.1 Attendance records are to be kept on all public service employees.</p> <p>1.2 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 his or her department except for those who have been, or who are of a class of office which has been specifically exempted by the chief executive.</p> <p>1.3 A chief executive will ensure that arrangements are in place to monitor exempted employees' absences from duty where such absence is taken for a full working day or longer.</p> | <p>3. Reporting absences from duty</p> <p>3.1 Where a public service employee is prevented, for any reason, from attending work or performing duties he or she is to report the fact to his or her immediate supervisor or designated person as soon as is practical.</p> <p>3.2 If a public service employee is absent without authority, his or her immediate supervisor is to report the fact to the chief executive.</p> |
| <p>2. Destruction of records</p> <p>2.1 The chief executive is to keep these records for 6 years.</p> | <p>4. Public holidays</p> <p>4.1 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 <i>Holidays Act 1983</i> and may require the attendance of any public service employee for this purpose.</p> |