



Working Hours Policy

TABLE OF CONTENTS

ITEM	CONTENTS	PAGE
1.	Purpose	2
2.	Terminology	2
3.	Governing framework	2
4.	Scope of application	3
5.	Implementation arrangements	3
6.	Official hours of work	3
7.	Lunch and Tea Breaks	3
8.	Working hours during national state of disaster / emergency	4
9.	Special arrangements and deviations	4
10.	Approval	4



1. PURPOSE

- 1.1 The Safety and Security Sector Education and Training Authority (SASSETA) is committed to creating a working environment that optimally supports effective and efficient performance which is simultaneously sensitive to the circumstances of the employees.
- 1.2 The purpose of this policy is to determine official hours of duty for all SASSETA employees.

2. TERMINOLOGY

TERM	DESCRIPTION
Employee	refers to any person who is employed by SASSETA, whether permanently or on contract and any person who accepts an employment offer from SASSETA.
Employer	refers to SASSETA.
He / She	the use of either of these pronouns will, throughout this policy, refer to both male and female and is intended to be gender-neutral.
The Board	refers to the Accounting Authority of SASSETA.

3. GOVERNING FRAMEWORK

SOURCE	KEY IMPERATIVES
3.1 Basic Conditions of Employment Act, 75 of 1997 (BCEA)	<ul style="list-style-type: none">- regulates the number of hours an employee is to work per week; and- regulates the provision of intervals between during working hours.
3.2 Labour Relations Act, 66 of 1995 (LRA)	<ul style="list-style-type: none">- provides for determination of who an employee is.

4. SCOPE OF APPLICATION

This policy is applicable to all SASSETA employees.

5. IMPLEMENTATION ARRANGEMENTS

This policy will be effective from the date it is approved by the Board.

6. OFFICIAL HOURS OF WORK

- 6.1 SASSETA employees are required to work forty (40) working hours a week.
- 6.2 Official hours of work are from Monday to Friday excluding public Holidays.
- 6.3 Daily working hours are from 07:30 to 16:00 in respect of staff and managers.
- 6.4 Working hours for Executive Management shall be as in 6.3 above. However, they are further informed by operational requirements of SASSETA.

7. LUNCH AND TEA BREAKS

- 7.1 Lunch is forty-five (45) minutes and may be taken anytime between 12:00 to 14:00.
- 7.2 Tea break is twenty (20) minutes from 10:00.
- 7.3 Management discretion may be applied in determining a flexi tea and lunch time arrangement for staff.

8. WORKING HOURS DURING NATIONAL STATE OF DISASTER / EMERGENCY

- 8.1 During National State of Disaster or a State of Emergency, working hours may be adjusted to comply with the prevailing circumstances.
- 8.2 Employees may be required to work from home.
- 8.3 Employees may be required to attend workplace on rotational and/or shifts basis.
- 8.4 All employees who are working from home must always be reachable during working hours via their mobile phones, emails, WhatsApp, Microsoft Teams, etc.
- 8.5 Should a staff member receive a call or any form of communication from a Manager or fellow employee, he/she must respond within a reasonable time after the communication has been sent.
- 8.6 Employees shall report to the SASSETA workplace if required to do so by their line managers or any other senior officials.



9 SPECIAL ARRANGEMENTS AND DEVIATIONS

- 9.1 The Managers may enter special arrangements with their subordinates in terms of working hours, provided that the number of hours mentioned in section 6.1 above are adhered to.
- 9.2 Two (2) special arrangements shall be as follows:
 - 9.2.1 Employees starting to work from 07:00 am to 15:30; and
 - 9.2.2 Employees starting to work from 08:00am to 16:30.
- 9.3 The Board may approve the closure of business during the December recess.

10. APPROVAL

Document Name	Working Hours Policy
Year of Current Review	2022/2023
Year of Next Review	2026/2027
Review process championed by the Chief Executive Officer	
Name of the CEO	Mr Thamsanqa Mdontswa
Signature: 	Date: 24/06/2022
Document reviewed and recommended for approval by HR and Remuneration Committee	
Name of the Chairperson	Ms Motlalepula Molefe
Signature: 	Date: 2022-06-24
Approved by the Board	
Name of the Chairperson	Mr Chris Mudau
Signature: 	Date: 24/06/2022