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**OFFICE OF THE HEAD OF DEPARTMENT**

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**TO** ALL DDGS  
ALL CHIEF DIRECTORS – HEAD AND CLUSTER OFFICES  
ALL DIRECTORS – HEAD AND DISTRICT OFFICES  
ALL DIRECTORS – CLUSTER OFFICES  
ALL CIRCUIT MANAGERS  
ALL SCHOOL PRINCIPALS

**FROM** HEAD OF DEPARTMENT

**SUBJECT** DIRECTIVE ON THE USE OF ATTENDANCE REGISTERS IN THE  
EASTERN CAPE DEPARTMENT OF EDUCATION

**DATE** 03 AUGUST 2021

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This directive is applicable to all personnel employed in the Eastern Cape Department of Education at all Education facilities and employed in all capacities.

The purpose of this directive is to:

- I. Regulate an employee's attendance at work:
- II. Manage an employee's absence from duty:
- III. Ensure the punctuality of the employee at the workplace:
- IV. Ensure compliance with the prescribed work week: and
- V. The use of attendance registers is compulsory in all Department of Education Facilities.

Attendance registers must be used in a non-discriminatory manner and all officials irrespective of rank must sign the attendance register on a daily basis.

- I. Attendance registers must contain the following fields: Date, Surname and initials, arrival time (with initials) and departure time (with initials).
- II. Attendance registers must be removed from the general area where employees have access to it 30 minutes after the normal starting time and returned at least 30 minutes before departure time.



- III. Employees that arrive after normal starting time or leave before normal departure time will have to request the register from the supervisor for signature.
- IV. Register can be at the level of Chief Directorate/ Directorate/ Sub-directorate/ Unit/ Section/ Office.

The following control measures must be considered by the employer:

- I. Supervisors should ensure that registers are completed by all personnel in their components.
- II. On a weekly basis, the supervisor must examine the register and ensure that where no entries are made against an employee's name a leave form has been submitted or there is evidence that the person was on official duties outside the work station.
- III. Attendance registers that are completed by the components must be kept safely.

Employee and Employer Responsibilities on the use of the attendance register in the Department:

| EMPLOYEE RESPONSIBILITY   | EMPLOYER RESPONSIBILITIES   |
|---|---|
| <ul style="list-style-type: none"> <li>▪ Must sign the attendance register daily indicating their commencing and ending times.</li> <li>▪ Must complete leave forms when leave is taken.</li> </ul> | <ul style="list-style-type: none"> <li>▪ Must ensure that the attendance register is being completed by all personnel in the component.</li> <li>▪ Must scrutinize the register on a weekly basis and ensure that where no entries are made against an employee's name a leave form has been submitted or there is evidence that the person was on official duties outside the work station.</li> <li>▪ The register must be annotated accordingly by all personnel.</li> <li>▪ On a weekly basis, supervisor must examine the register and sign it as proof of checking it.</li> </ul> |



Please bring the contents of this directive to the attention of all officials within the Department.

**DR N. MBUDE**  
**HEAD OF DEPARTMENT**

**DATE:** 03/08/21