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Circular: 0007/2023
Expiry date: None

To: Deputy Directors-General, Chief Directors, Directors, Chief Education Specialists,
Deputy Directors and recognised employee parties

Short summary: *Staggered working hours for office-based employees*

Subject: Adherence to the agreed-upon and approved staggered working hours for office-based employees

1. Circular 0038/2018, dated 23 October 2018, and Circular 0061/2021, dated 08 October 2021, refer.
2. Office-based employees are reminded that staggered working hours, as applied for and approved by the relevant senior manager (director and upwards), are not an express right. The exercise of duty to adhere to the agreed-upon and approved staggered working hours by the individual office-based employee, will therefore determine whether the current approval is confirmed, reviewed, or set aside.
3. It is reiterated that the **core time remains from 08:00 to 15:00**. During this core time it is right and proper that all office-based employees of the Western Cape Education Department (WCED) are busy with official duties. Failure to remain on official duty during this core time, may lead to the responsible senior manager reviewing or setting aside the individually approved staggered working hours.
4. If set aside, the relevant office-based employee will automatically and with immediate effect revert to the **normal WCED working/office hours, which is from 07:30 to 16:00, with a lunch break of 30 minutes**, or the newly approved staggered working hours.
5. In the interest of service excellence and continuity, staggered working hours for all office-based employees should either be confirmed, reviewed, or set aside by the responsible senior manager by no later than 01 June 2023. Those office-based employees who wish to

take the opportunity to change their working hours, may therefore apply to do so before 01 June 2023 by using the attached form (Annexure A).

6. Copies of the forms with the newly approved working hours of officials must be submitted to the Call and Walk-in Centre for the attention of Jenny Williams by no later than 30 June 2023.
7. Monitoring of daily attendance is the responsibility of the employer and is linked to remuneration. Employees are expected to work 40 hours per week, 160 hours per month, to qualify for a salary, or should be on authorised leave if fewer hours are worked. In the absence of a biometric system, officials are herewith notified that the access card generated and provided to employees at Head Office (North Wharf Square/Alfred Street/Golden Acre) will be used to monitor attendance, should it be necessary.

SIGNED: B WALTERS

HEAD: EDUCATION

DATE: 2023-03-16