

MAURITIUS PORTS AUTHORITY

CIRCULAR NOTE NO. 06 OF 2018

TO: ALL EMPLOYEES

DATE: 6 June 2018

ATTENDANCE AT WORK

It has been noted that some administrative staff are regularly leaving their offices before their official hours of work, that is, 1600 hours.

Additionally, a few employees are persistently attending duty late in the morning and some staff have been found to be taking more than the prescribed time for meal breaks.

The above clearly constitutes a breach of discipline as per the Authority's Terms and Conditions of Service and will not be tolerated.

In order to maintain discipline and improve efficiency in the Authority, Management wishes to remind all employees that they should strictly abide to their official hours of work as specified hereunder:

	CATEGORY STAFF	HOURS OF WORK	MEAL TIME
(a)	Administration	0845 - 1600 hrs	1200 - 1230 hrs
(b)	Operations/Technical	0700 - 1500 hrs (on week days) 0700 - 1300 hrs (on Saturdays)	1000 - 1100 hrs
(c)	Employees on shift	As per established roster	

The attention of Heads of Department/Section/Unit is drawn to the fact that cases of late arrivals/early departures and spending more than the allocated time for lunch should be closely monitored. They should also ensure that staff under their control are punctual at work and abide to the official working hours as mentioned in the table above.

Thanking you for your kind collaboration.



M. MOLOO
For Ag. Director General