

for one hour, one week or two weeks, as the case may be, or for such longer period as may be agreed upon by the employer and his employee.

- 9.8.4 The notice referred to above shall not run concurrently with any period of annual leave or to the extent of six weeks' absence owing to illness in any one year.

9.9 **Absenteeism**

No employee may absent himself from his work during the hours in which the establishment is open without the express permission of his employer except on account of illness and/or injuries or for causes beyond the control of such employee. An employee shall, within 24 hours of his failure to report for work, cause his employer to be notified thereof in the most expeditious manner available.

9.10 **Short time, dismissals based on operational requirements and severance pay**

9.10.1 **Short Time**

9.10.1.1 When, by reason of slackness of trade, shortage of raw materials or a general breakdown of plant or machinery caused by accident or other unforeseen emergency, an employer is unable to employ his employees for the number of ordinary hours of work per week usually worked in his establishment, the employer may, subject to the provisions of this clause, employ his employees on short time during, but not exceeding, the period of such slackness of trade, shortage of raw materials or general breakdown of plant or machinery: Provided that, where practically possible, notice regarding the implementation of short time shall be given to the trade union representative in writing prior to the date on which short time becomes effective. When short time is worked, the work available shall be distributed among the employees in any section.

9.10.1.2 An employee who on any day reports for duty at the usual starting time of the establishment and for whom no work is available, or for whom work becomes unavailable during the course of the day, shall be paid in respect of such day an amount of not less than 4 hours' wages, unless he was notified by his employer previously that his services would not be required on the day in question.

9.10.2 **Dismissals based on operational requirements**