



MKHAMBATHINI LOCAL MUNICIPALITY
BEREAVEMENT POLICY

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1. PURPOSE OF THE POLICY

The purpose of the policy is to provide a uniform approach in dealing with death in the workplace of a Councillor, Employees and Close Family members.

2. DEFINITIONS

The specific meaning of key words is as defined in the Basic Conditions of Employment Act, 75 of 1997 in these definitions, unless the context indicates otherwise: -

“Close family” employee or councillor’s spouse, life partner, parent, adoptive parent, grandparent, child, adopted child, grandchild or sibling.

“Designee” a person appointed or designated as the Head of Department for an interim period.

“Director” a person appointed as a Head of Department in the Municipality

“Mourner” a person attending a funeral service or memorial service.

3. OBJECTIVES

- 3.1 To provide a framework for management of funeral processes for a deceased municipal councillors, employees and close family member.
- 3.2 To make a provision for establishment of a sustainable mechanism for provision of support to the family of the deceased Councillor or employee of the municipality.
- 3.3 To provide a framework for cost management and recovery arising out of the support to bereaved family.
- 3.4 To promote good fellowship during the time of need to the bereaved family.
- 3.5 To facilitate extension of condolences to the bereaved family of the deceased person.

4. APPLICATION OF THIS POLICY

- 4.1 This policy will apply to all Councillors, Permanent and Contract Employees, (one year) and Interns, excluding casual workers.
- 4.2 Provisions of this policy will be binding to Council, Councillors and Management of the Municipality.

5. PRINCIPLES OF THIS POLICY

- 5.1 This policy is designed to be used as a tool for comforting/consoling the bereaved family.
- 5.2 This policy is designed to enhance the content of our social culture in respect of mourning.
- 5.3 The application of this policy shall be balanced with the interests of the municipality.
- 5.4 The operation of this policy shall not interfere with nor interrupt the smooth rendering of services to the community.
- 5.5 This policy shall be applied in such a way that, there is a minimum work stoppage resulting from a need to pay last tribute to the deceased during normal working hours.

6. ARRANGEMENT OF MEMORIAL SERVICES AND FAMILY VISITS

- 6.1 The supervisor after being advised shall immediately after the occurrence of death of the member of the municipal staff inform employees whatever suitable manner of communication in no later than two days thereafter.
- 6.2 The Corporate Services department through the division of HR shall be furnished with a certified copy of the death certificate confirming the death of such staff member.
- 6.3 The Municipality shall arrange a memorial service for paying the last tribute to the employee or councillor who has deceased.
- 6.4 Such memorial service shall be held within a period of seven working days or not later than ten working days after the death of the employee or Councillor, subject to the availability of the family.

- 6.5 The memorial service shall be held in the last one and a half hours of the normal working hours at a suitable venue within the area of jurisdiction of the municipality.
- 6.6 The refreshments may be arranged for the family members only in the memorial service.
- 6.7 The costs of refreshments may be defrayed from the food and beverages vote or any other suitable vote chosen by the Head of the affected department.

7. FUNERAL ATTENDANCE ARRANGEMENTS

Attendance at funerals shall be as follows.

- 7.1 For employees, the Municipal Manager shall permit and provide transport for a maximum of 15 employees to attend the funeral.
- 7.2 For councillors, The Municipal Manager in consultation with Speaker shall permit and provide transport for a maximum of 4 councillors.
- 7.3 The family of the deceased councillor or employee will be financially assisted to the amount of R 10 000 preferable handed over prior to the funeral and this amount will be reviewed in every 5 years.

8. DEATH OF A CLOSE FAMILY MEMBER

- 8.1 In instances where an employee loses a close family member, he or she qualifies to take annual leave to attend to the funeral arrangements.
- 8.2 The Heads of Department shall request the Municipal Manager to authorize and send a vehicle with a maximum of 4 people to attend the funeral in support of the employee with a bereavement.
- 8.3 All employees from the municipality may contribute an amount of R10.00 or more for isoso/buying of flowers.

9. GENERAL PROVISIONS

- 9.1 The employees and councillors of the municipality attending a memorial service or funeral shall be regarded as on official duty for the purpose of the Workman's Compensation Act.

- 9.2 No person shall be paid a part of a or full wage for attending a funeral or memorial service or for paying a bereavement visit even if such person was the driver of the vehicle used to attend any of the mentioned occasions.
- 9.3 No Councillor or employee shall claim overtime nor time off for any time spent in attendance of any bereavement related occasion.

10. COMMENCEMENT OF THIS POLICY

This policy will come into effect on the date of adoption by Council.

11. INTERPRETATION OF THIS POLICY

- 11.1 All words contained in this policy shall have an ordinary meaning attached thereto, unless the definition or context indicates otherwise.
- 11.2 Any dispute on interpretation of this policy shall be declared in writing by any party concerned.
- 11.3 The Office of the Municipal Manager shall give a final interpretation of this policy in case of a written dispute.
- 11.4 If the party concerned is not satisfied with the interpretation, a dispute may then be pursued with the South African Local Government Bargaining Council or Arbitration

12. REVIEWAL OF THE POLICY

It will be the responsibility of the Corporate Services Department to consider the provisions of this policy on annual basis. The Corporate Services Department shall request all Departments to submit their proposed changes for submission to Council for approval.

Approved by Resolution Number LC9.6 on the 30th day of June 2021.