



**NQUTHU MUNICIPALITY
UMASIPALA WASE NQUTHU**

Private Bag X5521, NQUTHU, 3135

Tel: +27(0) 34 271 6100, Fax: +27(0) 34 271 6111

BEREAVEMENT POLICY

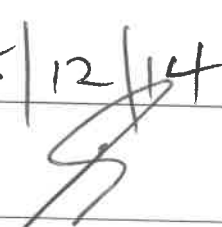
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1. DEFINITIONS

- **Bereavement** means a period of mourning after the death of an employee or an immediate family member of an employee.
- **Employee** refers to a person who work for or renders a service to the municipality regardless of the form of his / her employment contract.
- **Immediate family member** means the spouse(s), life partner, child, parents and siblings of an employee.
- **Mourner** refers to a person attending a funeral service or memorial service.

2. OBJECTIVES

- 2.1. To provide a framework for management of bereavement processes for a deceased municipal employee, Councillor and immediate family member of an employee.
- 2.2. To establish a sustainable mechanism for provision of support to the bereaved family.
- 2.3. To promote good fellowship during the time of need of the bereaved family.

3. APPLICABILITY

This Policy is applicable to all employees, management and Councillors of the municipality.

4. POLICY PRINCIPLES

- 4.1. The policy is designed to be a tool for comforting / consoling bereaved families.
- 4.2. The application of this policy shall be balanced with the interests of the municipality and should not interfere nor interrupt the rendering of services to the community.
- 4.3. The policy shall applied in a manner which minimises work stoppage resulting from a need to pay last tributes and/ or mourn for the bereaved family during normal working hours.

5. POLICY PROVISIONS

5.1 *Notification of death*

- 5.1.1. In the event of death of an employee, manager or Councillor, the bereaved family must inform the employees department or human resources section.
- 5.1.2. The Council shall record a motion of condolences in a Council meeting in the event of a death of an employee, manager or Councillor.
- 5.1.3. The human resources section upon receiving notification of a death of a Councillor, employee or immediate family member shall issue a memo approved by the Municipal Manager notifying Council and all employees about the death.
- 5.1.4. The issued memo shall indicate:
 - a) Bereavement visits to the affected family
 - b) Memorial Service

5.2 *Memorial Services*

- 5.2.1. The municipality shall arrange a memorial service to pay last tributes to the deceased employee or Councillor.
- 5.2.2. A memorial service shall be held within a period of five (5) working days and no later than ten (10) working days after the death of the employee or Councillor, this is subject to the availability of the deceased family.
- 5.2.3. The memorial service shall be held as from 13h00pm or after lunch of a normal work day if it is held during the working week at a suitable venue within the jurisdiction of the municipality.
- 5.2.4. The human resources department in conjunction with the affected department in which the death has occurred shall be responsible for arranging the memorial service.
- 5.2.5. A preacher for the memorial service may be arranged as per the bereaved family's choice or the municipality's choice at no cost to the municipality.
- 5.2.6. Refreshments may only be arranged for the bereaved family members in the memorial service and such costs shall be approved by the Municipal Manager or his or her nominee.

- 5.2.7. A municipal vehicle could be made available to assist the bereaved family members with transportation to attend the memorial service, subject to availability. The family members must sign the indemnity form.

5.3 Bereavement visits

- 5.3.1. Bereavement visits to the family of the deceased or affected employee is voluntary.
- 5.3.2. Employees who wish to visit the bereaved family may be allowed to do so after 13h00 pm or after lunch of a normal working day if it is feasible or not feasible.
- 5.3.3. Employees shall seek approval from the department head or his / her nominee before taking time off from work to visit a bereaved family.
- 5.3.4. Bereavement visits should not interrupt nor interfere with the service delivery of the municipality.

5.4 Funeral Attendance

- 5.4.1. Funerals of deceased employees and Councillors shall be attended by an official delegation of not more than 3 people determined by the Municipal Manager or his/ her nominee.
- 5.4.2. Attendance of a funeral by the deceased employee's colleagues is voluntary and shall be approved by the relevant supervisor / manager if it is held during the work week.
- 5.4.3. In the case of a death of an employee or Councillor who will be buried outside the borders of the Nquthu municipality, the municipality shall avail transport for the mourners to attend the funeral at a shared cost. The municipality shall avail a vehicle load of one (1) combi or quantum to be released for employees attending the funeral at a shared cost basis.
- 5.4.4. The shared costs shall include costs like fuel, oil, toll fees and other incurred costs of travel.
- 5.4.5. Employees who shall attend funerals using transport from the municipality must complete the indemnity form.
- 5.4.6. No claim for any damages arising out of the use of a privately owned vehicle to transport employees to a funeral or any bereavement occasion shall be made to the municipality.

- 5.4.7. No cost of accommodation will be incurred in respect of any funeral related arrangements by the municipality.
- 5.4.8. No cost of food or drinks will be incurred in respect of any funeral related arrangements by the municipality.
- 5.4.9. There shall be no special budget set aside by the municipality specifically for bereavement or funeral service related expenses.
- 5.4.10. No claim of overtime, time off or remuneration shall be made by any employee or Councillor for any time spent in attendance of any bereavement related occasion.

6. ROLES AND RESPONSIBILITIES

The Municipal Manager or his / her nominee accept overall responsibility for the implementation and monitoring of the policy.