

File Name	D7 Bereavement Policy
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1. INTRODUCTION

The Langeberg Municipality recognizes the fact that death is unavoidable and, as a caring employer, seeks to create a supportive environment for its employees during times of bereavement resulting from the death of an employee.

2. PURPOSE AND OBJECTIVES

- 2.1 To provide a framework and procedure for management of bereavement processes for a deceased employee.
- 2.2 To ensure a uniform, fair and consistent approach in dealing with the death of employees.
- 2.3 To provide a framework for the circumstances under which payments in respect of memorial services will be made.

3. SCOPE AND APPLICATION

This policy shall apply to all permanent employees of the Langeberg Municipality, including the Municipal Manager, Heads of Department and fixed term contract employees.

4. DEFINITIONS

- 4.1 **“Employees”** shall mean a person in the employment of the Langeberg Municipality, either in a permanent or fixed term contract capacity.
- 4.2 **“Executive Management”** shall mean the Municipal Manager and Heads of Department.

- 4.3 **“Funeral services”** shall mean a private religious service organised by the family of a deceased employee.
- 4.4 **“Heads of Department”** shall mean all appointees in terms of section 56 of the Local Government: Municipal Systems Act, 2000 (Act No 32 of 2000).
- 4.5 **“Memorial service”** shall mean a service organised by the Langeberg Municipality to commemorate the life of a deceased employee.
- 4.6 **“Municipal Manager”** shall mean a person appointed by the Municipal Council as the Municipal Manager for the municipality in terms of section 54A of the Local Government: Municipal Systems Act, 2000 (Act No 32 of 2000).
- 4.7 **“Staff member”** shall mean the employees of the Langeberg Municipality, including the Municipal Manager.

5. NOTIFICATION OF DEATH

In the event of death of an employee, the affected manager/supervisor must inform the Human Resources department, who will officially inform Executive Management.

6. OFFICIAL DELEGATION

An official delegation will be nominated by the Municipal Manager, together with the Executive Mayor, to pay a home visit to the immediate family of a deceased employee, where practically possible, provided that the deceased employee passed on during the course of official duty.

7. WREATH / FLOWERS / FOOD PARCEL

The Langeberg Municipality will provide the family of the deceased employee with either a wreath/flowers/food parcel to the maximum value of R 500.00.

8. MEMORIAL SERVICE

- 8.1 Within a reasonable time the Human Resources department, in consultation with the immediate family of the deceased employee and the affected Department, will arrange a memorial service to be attended by employees.
- 8.2 The Division: Communication Services will be responsible for the development of the memorial service program with input from the affected Department.
- 8.3 Family members of the deceased employee may attend the memorial service at their own cost.
- 8.4 The venue for the memorial service will be organised by the affected Department and will be as close as possible to the work centre of the deceased employee.
- 8.5 *The Langeberg Municipality will pay an amount of up to R1,500.00 for a venue for the memorial service, subject to approved supply chain management processes.???????*
- 8.6 A preacher/speaker will be arranged by the Langeberg Municipality, in consultation with the family of the deceased employee.
- 8.7 No refreshments will be provided by the Langeberg Municipality at the memorial service.

- 8.8 The Langeberg Municipality will provide official transport for employees of the Local Municipality for the attendance of a memorial service to be held within the area of jurisdiction of the Langeberg Municipality of personnel who passed away.
- 8.9 The memorial service must be held on a normal working day (Monday to Friday).
- 8.10 The operational requirements of the Langeberg Municipality may not be negatively affected as a result of the attendance of a memorial service.

9. BEREAVEMENT COUNSELLING

Bereavement counselling will be offered to employees who have been in a close working relationship with the deceased employee through the Employee Assistance Programme of the Langeberg Municipality.

10. SUBMISSION OF CLAIMS

10.1 PERMANENT EMPLOYEES

The Human Resources department will be responsible for the submission of funeral and death claims of permanent employees, subject to the provisions of the rules of the retirement fund of which the deceased employee was a member.

11. OCCUPATIONAL INJURIES AND DISEASES ACT, 1993 (ACT NO 130 OF 1993)

The Occupational Health and Safety Officer will be responsible to report a fatal accident of an employee to the Compensation Commissioner, as well as the Department of Labour, and will submit all claims within the prescribed timeframe.

12. LEGAL COMPLIANCE

The procurement of any goods and/or services related to the Bereavement Policy of the Langeberg Municipality shall at all times be managed by the Administration strictly in accordance with the Supply Chain Management Regulations and the Supply Chain Management Policy of the Local Municipality, as well as the prescribed procurement processes and conduct in compliance with the provision of and any further prescriptions made by the Minister of Finance in terms of the Local Government: Municipal Finance Management Act, 2003 (Act No 56 of 2003).

13. EFFECTIVE DATE

The Bereavement Policy will become effective on.