



Department:  
Community Safety & Transport Management  
**North West Provincial Government**  
**REPUBLIC OF SOUTH AFRICA**

## *FUNERAL AND BEREAVEMENT POLICY*

**NORTHWEST PROVINCE:  
DEPARTMENT OF COMMUNITY SAFETY AND TRANSPORT MANAGEMENT**

**(HUMAN RESOURCES POLICY)**

**POLICY NO : HR2014/006**  
**NAME OF POLICY : FUNERAL AND BEREAVEMENT POLICY**  
**EFFECTIVE ON : SEPTEMBER 2014**  
**DATE OF REVIEW : AUGUST 2017**

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## **PREAMBLE**

The Department of Community Safety and Transport Management:

**REALISES that** family responsibility for funeral/bereavement affects employees in a fundamental way, impacting on their wellbeing and productivity.

**BELIEVES** that the principles underpinning *Batho Pele* require the Department as an employer to respect the rights of employees and provide a basis for affording employees a healthy work environment and supporting them when death and bereavement occur.

**FURTHER BELIEVES** that challenges concerning funeral/bereavement have to be addressed collectively by the stakeholders without prejudice. Examples are religious and cultural diversities.

**COMMITTS ITSELF** to implement this policy to promote fairness and equal consideration to all employees in departmental processes and benefits seeking to support employees involved in funerals/ bereavement.

## **1. PURPOSE AND OBJECTIVES**

- 1.1 The policy is developed because the department seeks to standardise the procedure for allowing employees time to mourn and grief for their loved ones without jeopardising their job;
- 1.2 To provide guidelines and to regulate the way in which the Department responds to death/funeral of its staff members, spouse/partner, child/children, parents and siblings;
- 1.3 To ensure consistency in treating those who have lost their loved ones;
- 1.4 To provide emotional support to the staff member whose immediate family/s has/have passed on i.e spouse/partner, child/children, parents and siblings;

## **2. SCOPE OF APPLICATION**

- 2.1 This policy is applicable to all employees of the Department and their immediate family members: - Spouse, Life partner, Foster care, Guardian and Still-born child and Children.
- 2.2 The former employees who die within three (3) months after resigning or termination of employment due to pension or disability are also included.

### 3. LEGISLATIVE FRAMEWORK

For the purposes of the policy the legislative framework is as follows:

- 3.1 Constitution of South Africa, 108 of 1996, Chapter 2;
- 3.2 Labour Relations Act, 66 of 1995 as amended;
- 3.3 Public Service Act, 103 of 1994; as amended;
- 3.4 Basic Conditions of Employment Act, 75 of 1997;
- 3.5 Public Service Regulations (Resolution 7 of 2002);
- 3.6 PSCBC Resolution 7 of 2000, (as amended);
- 3.7 PSCBC Resolution 1 of 2007;

### 4. ABBREVIATIONS

- 4.1 HRM : "means Human Resource Management;
- 4.2 PSCBC : "means Public Service Co-ordinating Bargaining Council;
- 4.3 EHWP : "means Employee Health and Wellness Programme;

### 5. DEFINITIONS

- 5.1 Adopt : "means to take into a relationship another one's child as your own;
- 5.2 Funeral : "means the ceremony before the actual burying or cremation of a dead body;
- 5.3 Counsellor: "means a person trained to give guidance on personal, social and Psychological problem;
- 5.4 Chaplain: "means a person trained to give guidance on personal, social and psychological problems;
- 5.5 Department: "means the Department of Community Safety and Transport Management North West;
- 5.6 Employee: "means an employee includes all employees of the Department employed in terms of the Public Service Act (Act No. 103 of 1994), the Basic Conditions of Employment Act of 1998, as amended and includes contract workers, interns/internship and Volunteers;
- 5.7 Traffic Officer: "means a Traffic officer appointed in terms of section 3(a), and any member of the service, and any member of a Municipal Police Service, both as defined in Service, both as defined in section 1 of the South African Police Act, 1995(Act no. 68 of 1995), and for the purposes of chapter (v),(ix) and (x) and section 74 and 78 of this Act includes a Peace Officer;
- 5.8 Foster Care: "means to bring up a child that is not one's own or having family connection by fostering and not birth;
- 5.9 Guardian: "means a person having a legal custody of a child;

- 5.10 Immediate Family Member:** "means the employee's parent, adoptive parent, parents-in-law, sister-and brother-in-law, grandparent, child, adopted child, stepchild, grandchild or sibling;
- 5.11 Induction:** "means the formal introduction into a new job;
- 5.12 Leave :** "means the concession of absence from work provided for in the PSBC resolution 7 of 2000;
- 5.13 Life Partner:** "means a person with whom the incumbent has a stable, long standing relationship;
- 5.14 Memorial Service:** "means a service held to pay last respect in honour of the deceased in the workplace;
- 5.15 Bereavement:** "means the period of mourning and grief following the death of a beloved person;
- 5.16 Still born:** "means a baby who is born dead after 24(twenty four) completed weeks of pregnancy or born dead or abortive;
- 5.17 Designated Officer:** "means an employee who performs the role of the Employer;

## **6. PRINCIPLES**

**The principles underpinning this policy are the following:**

- 6.1 The promotion of emotional and mental well-being of employees with elimination of disputes as far as possible;
- 6.2 The progressive realization of constitutional rights as an indication of care and concern by the employer; and
- 6.3 The adopting and maintenance of a passionate environment of solidarity in the workplace with the observation of individual norms, values, religions and cultural diversities.

## **7. POLICY STATEMENT**

- 7.1 All departmental employees affected by death and or bereavement shall be treated with compassion informed by a balance between a productive workforce and a caring workforce.
- 7.2 The employee shall be allowed a family responsibility leave with pay for attending to funeral matters as stipulated in the Determination on leave of absence in the Public Service.
- 7.3 The Determination of Leave indicates that five (5) working day's family responsibility leave per annual leave cycle for utilisation if the employee's child, spouse or life partner dies or an employee's immediate family member dies.



## **8. PERSONNEL PROVISIONS**

- 8.1 The Funeral and Bereavement Policy applies to the employee/colleague and their immediate family members.
- 8.2 All employees are encouraged to register their family members at the time of employment at the Sub-directorate Human Resource Administration (Conditions of Service) and will update the information from time to time when necessary.

## **9. LEAVE DAYS:**

- 9.1 The number of days to be taken as Family Responsibility leave shall not exceed five(5) working days in an annual leave cycle, unless specific circumstances warrant further leave at the discretion of the Supervisor or Head of the Department.
- 9.2 All leave granted shall be paid as per PSCBC Resolution 7 of 2000 as amended. If exhausted available annual leave may be used or unpaid leave of 184 calendar days.

### **9.3 Leave days are taken from:**

- (a) Family Responsibility Days,
- (b) Annual leave days; or
- (c) Authorized unpaid leave can be taken.

## **10. EMOTIONAL SUPPORT**

- 10.1 An appointed Counsellor and Chaplain from IEHW should attend to the bereaved.
- 10.2 In the case of death of the employee/colleague counselling and support should be extended to the immediate family members.

### **10.3 The Wellness Committee should comprise of:**

- (a) An appointed Chaplaincy.
- (b) Members from various Directorates.
- (c) Members should take turns in co-ordinating activities during the time of bereavement.

## **11. INDIVIDUAL DONATIONS AND CONTRIBUTIONS FOR AN EMPLOYEE/S**

- 11.1 Voluntary donations per Directorate are encouraged.
- 11.2 Colleagues in the members unit should assign a responsible person to collect contributions and liaise with IEHW Official.

11.3 A record should be kept of all contributions taken.

## **12. THE EMPLOYER'S ROLE AND RESPONSIBILITY**

### **12.1 Memorial Service**

- (a) In the event of the death of an employee, Head of Department/delegate should attend ALL Memorial Services and speak on behalf of the Department.
- (b) Integrated Employee Health and Wellness (IEHW) Sub-Directorate must ensure that a memorial service is arranged.
- (c) The Integrated Employee Health and Wellness (IEHW) Sub-Directorate shall organise a sixty (60) – seater bus for all officials who will be attending a memorial service.
- (d) The list of employees attending the memorial service should be attached to the trip authorization form to be approved by the Head of the Department.
- (e) Officials nominated to represent the Department at the memorial service and who will be submitting the donations to the bereaved family, and also be delivering speeches on behalf of the Department, shall be provided with a sedan.
- (f) The family should be informed about the date, venue and time of the memorial service.

### **12.2 Funeral Attendance**

- (a) Colleagues within the members' unit and other units are encouraged to attend the funeral.
- (b) The IEHW Sub-Directorate should arrange transport for only five (5) officials who shall represent Management in the funeral.
- (c) Two (2) or five (5) officials from the affected Directorate should be accommodated in the official transport.
- (d) Nominated officials who are in possession of subsidised motor vehicles will utilise their vehicles officially to perform all funeral functions and all the trips shall be authorised by the Head of the Department or his/her delegate.
- (e) All officials who will be attending the funeral shall be provided with a sixty (60) seater bus that shall be approved by the Head of the Department. The list of officials attending the funeral should be attached to the request for approval of the transport.

### **12.3 Departmental Representation**

- (a) In the event of the death of an employee, the Head of Department/delegate should attend the Funeral Service.



- (b) The Department shall purchase a wreath or flowers and sympathy card for the family of the deceased employee in time for the funeral.

#### **12.4 Utilization of Private Transport**

- (a) The Department shall not be responsible in cases where employees/officials use their private transports to attend the memorial service or funeral of the employee of the department.
- (b) Officials, who are in possession of subsidised motor vehicles not nominated to represent the Department to attend the memorial service or funeral of the employee of the department, shall not be reimbursed for kilometres on the same whilst using their motor vehicles.

### **13. BEREAVEMENT COUNSELLING**

#### **13.1 Affected Officials/Unit/Family**

- The EHWP unit is responsible for providing crisis intervention, trauma debriefing and counselling to the staff members and their immediate family members/dependants when incidents of this nature occur.
- It is the responsibility of the affected official/unit/family to indicate to the EHWP what transpired if the unit is not aware for it to assist with necessary counselling or assistance.
- This need to be communicated as soon as possible so that the unit can assist in trying to prevent problems that may include acute stress disorder (ASD), post-traumatic stress disorder (PTSD), depression, anxiety, panic attacks, complicated bereavement, anger and general psychological distress.

### **14. DISPUTE RESOLUTION**

Any dispute arising from the provisions of this policy shall be dealt with in terms of the Department's dispute resolution procedure.

### **15. PROCESS TO FOLLOW IN CASE OF BEREAVEMENT**

#### **15.1 In case of bereavement, the staff member should:**

- (a) Inform the supervisor or programme Manager.

- (b) Inform the Head of the Directorate who will inform HRM for further communication of death to all members.
- (c) If notification of death was received whilst at work, the member has to be accompanied home.
- (d) HRM to ensure that all roles and responsibilities of the employer are done accordingly.
- (e) Counselling and support should be extended to the family during this time.

## **16. MONITORING, EVALUATION AND REVIEW**

The Department's Human Resources and Integrated Employee Health and Wellness Sub-Directorate are responsible for communicating the Provisions of this document within the Department and all Managers and Supervisors are responsible for the implementation thereof.

## **17. POLICY AMENDMENT**

This policy shall be amended as and when a need arises to ensure that it is aligned to the prevailing legislations and conditions of employment.

## **18. RELATED POLICIES**

Effective implementation of this policy requires that it be read together with Provincial and other Departmental Policies.

## **19. EFFECTIVE DATE**

The review date for this policy shall be effective from i.e the date upon which it has been approved and signed off by the Accounting Officer.

## **APPROVED**

  
**BDT MAHLAKOLENG (MR)**  
**HEAD OF DEPARTMENT**

**SIGNED THIS DAY** .....*07*.....**OF** .....*09*.....**2014**