

# BEREAVEMENT POLICY

2024/2026



## public works & roads

Department:  
Public Works and Roads  
North West Provincial Government  
**REPUBLIC OF SOUTH AFRICA**

## 1. DEFINITION OF TERMS

**‘Bereavement’** - Loss of a loved one through death, this could be an Employee or an Immediate Family member of the Employee;

**‘Employee’** - A person contemplated in *Section 8(1) (c)* of Public Service Act (A person who is employed by an organization to perform specific functions on the staff of an organisation);

**‘Immediate Family’** - The Employee’s parent, step parents, parents-in-law, adoptive parents, grandparents, biological children, step children, legally adopted children, grandchildren, siblings, foster children, spouse or cohabiting partner;

**‘Spouse’**

- A partner in a civil marriage;
- A partner in a customary marriage;

**‘Co-habiting partner’** - People in a relationship who live together without being legally married to each other.

## 2. INTRODUCTION

The Department of Public Works and Roads (DPWR) recognises that a workplace is where employees spend most of their time, where they share every moment with their colleagues, while performing the duties that they have been appointed for in the organisation. Death of employees and their family members is a workplace reality, coming always unexpectedly and at times like these, affected employees need support from the employer and fellow employees.

## 3. PURPOSE

- 3.1.** The purpose of this Policy is to provide emotional support as well as practical and uniform measures through which the Department will assist those employees who have lost their loved ones;
- 3.2.** To build a caring environment in the Department; and
- 3.3.** To give clear and consistent guidelines on what needs to be done when an employee or family member dies.



#### **4. SCOPE OF APPLICABILITY OF THE POLICY**

This Policy applies to all employees of the Department including contract workers and interns.

#### **5. LEGISLATIVE FRAMEWORK**

- 5.1.** Constitution of the Republic of South Africa, Act 108 of 1996, Chapter 2;
- 5.2.** Public Service Act No 103 of 1994;
- 5.3.** Public Service Regulations, 2001 as amended;
- 5.4.** The White Paper on Transforming Public Service Delivery, Batho Pele 1997;
- 5.5.** The promotion of Equality and Prevention of Unfair Discrimination Act 4 of 2000;
- 5.6.** Leave Administration Policy;
- 5.7.** Basic Conditions of Employment Act No. 75 of 1997;
- 5.8.** Government Employee Pension Funds, Guide Lines and Benefits 2003; and
- 5.9.** Government Motor Transport Handbook, 2019.

#### **6. POLICY STATEMENT**

The DPWR is committed to render support to a bereaved employee in cases of death and determine the extent of support provided to the family of the employee in the event of their death.

#### **7. POLICY PRINCIPLES**

This Policy is guided by the following principles:-

- 7.1.** Humanity (Ubuntu);
- 7.2.** Consistency;
- 7.3.** Transparency;
- 7.4.** Diversity; and
- 7.5.** Uniformity.

#### **8. APPLICATION MECHANISMS**

##### **8.1. DEATH OF AN OFFICIAL**

- 8.1.1.** In the event of death of an official, the bereaved family shall inform the Department through the Supervisor;



- 8.1.2. The Department must at all times take the different cultural and religious practices into consideration when interacting with the families;
- 8.1.3. The Supervisor of the deceased employee must inform the Human Resource Management unit in writing so as to ensure that all procedures and processes are followed;
- 8.1.4. The affected directorate must send out a notification through the Communications Directorate to inform all staff members about the death of a colleague including all related arrangements;
- 8.1.5. The Department must engage the family of the bereaved regarding all funeral related arrangements;
- 8.1.6. The Department shall arrange a memorial service for the deceased employee and colleagues are encouraged to attend.

## **8.2. USE OF STATE VEHICLES UPON DEATH OF AN EMPLOYEE**

- 8.2.1 DPWR will not provide official government transport to any family member of the deceased or employees under the employment of the State;
- 8.2.2 Government motor transport can however be utilised under the following conditions:-
  - 8.2.2.1 Government officials that are nominated by the Accounting Officer to represent the Department at a funeral, memorial service or any other function related thereto;
  - 8.2.2.2 For all other officials who will be attending the funeral or a memorial service, transport may be made available based on the request. This should be based on the availability and as approved by the Accounting Officer or their delegate.
- 8.2.3 Subsidised vehicle owners, SMS or MMS members who have structured for a car allowance will not be issued with a government vehicle, but will have to utilize their vehicles officially to perform all memorial and funeral functions as set out above (prior approval required);



8.2.4 In the event that a bus is made available by the Department, all subsidised vehicle owners, SMS and MMS members may use the bus, unless the Accounting Officer approves otherwise;

8.2.5 Any deviation from the above shall be approved by the Accounting Officer.

### **8.3 MEMORIAL SERVICE**

8.3.1 The affected Directorate will be responsible for all logistical arrangements relating to the memorial service;

8.3.2 This will be done in consultation with the bereaved family. The duration of the memorial service must not exceed 4 hours and the memorial service can take place any day of the week. Discretion to extend may be granted by Management depending on the proximity between work and place of memorial service.

### **8.4 FUNERAL SERVICE**

8.4.1 It is the responsibility of the Department to ensure that a nominated official speaks at the funeral service;

8.4.2 Attendance by Management of the Department is encouraged during the deceased's memorial and funeral services;

8.4.3 In case of the burial taking place outside the province during the week, only nominated officials shall attend.

### **8.5 CONTRIBUTIONS**

8.5.1 It will be deemed appropriate in the event of a death of an employee to circulate a list requesting contributions. This is by no means compulsory and remains voluntary;

8.5.2 The total collected from the contributions will be handed over to the family by the designated official on/or before the funeral.

## **9. DEATH OF A FAMILY MEMBER OF AN EMPLOYEE**

9.1. In the event of death of an official's family member, the official shall inform the Department through their Supervisor;



**9.2.** Communications Directorate may inform staff members about the death and funeral arrangements;

**9.3. WELLNESS UNIT**

9.3.1. Wellness Unit may conduct trauma debriefing / counselling services where necessary;

**10. MONITORING AND EVALUATION**

The Director Human Resource Management will monitor the implementation of this policy and will submit a quarterly report to the Chief Director Corporate Services for compliance.

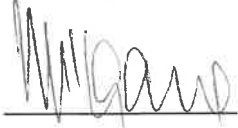
**11. DISPUTE RESOLUTION MECHANISM**

Any dispute which emanates from the application of this policy must be referred by the employee concerned to the Departmental Labour Relations sub directorate for resolution after the internal remedies have been exhausted without success.

**12. POLICY REVIEW**

This Policy shall be reviewed every two years where and/or when a need arises.

RECOMMENDED



MS NE KGANG

CHAIPERSON POLICY REVIEW COMMITTEE

APPROVED



MR MI KGANTSI

HEAD OF DEPARTMENT

20/05/2024

DATE

22/05/2024

DATE