

POLICY ON BEREAVEMENT

1. PREAMBLE

In respecting the Charter on Positive Values and the Constitution, the Department of Cooperative Governance and Traditional Affairs realizes the need to provide emotional support and promote ubuntu (humanity) amongst its staff members and their families. It is the aspiration of the Department to share the loss and the burden of the bereaved staff members and their families.

2. DEFINITIONS

“Bereavement” - means the loss of an employee and immediate family member by death

“Committee” – means the Bereavement Committee established in terms of clause 5

“Employee” – refers to a member of staff including interns, learners and other contract workers within the Department who pay condolences in the event of another member’s death.

“Constitution”-refers to the Constitution of the Republic of South Africa Act, No 108 of 1996

“Immediate family member” – means the spouse(s) or life partner(s), the children, parents and siblings of an employee.

3. PURPOSE

To provide guidelines for the committee and staff members on matters related to the proceedings of the committee on concurrent of death within the Department.

4. SCOPE OF APPLICABILITY

This policy is applicable to all officials within the Department of Cooperative Governance and Traditional Affairs.

5. ESTABLISHMENT OF THE COMMITTEE

- a) The Head of Department must establish a Bereavement Committee.
- b) The Bereavement Committee will elect chairperson of the bereavement committee.

- c) The Committee shall consist of members drawn from all programmes of the Department.
- d) The Head of Department shall have powers to replace a resigned member of the committee.
- e) Member/s who fails to attend atleast three consecutive meeting shall be replaced.

6. FUNCTIONS OF THE COMMITTEE

The functions of the Committee are:

- a) All members of the committee shall provide support to the chairperson in finalizing all benefits to be paid to the deceased employee.
- b) To liaise with the family of the employee.
- c) To arrange the venue for memorial service for the employee.
- d) To keep the staff informed about the latest developmen s.
- e) To inform the staff about the transport arrangements f the memorial service and to the funeral.
- f) To collect contributions from staff members and to ensure such contributions reach the bereaved family no later than two days before the funeral or within 5 working days after the funeral of the member if the death notice was at short notice.
- g) To attend or send a representative to attend the funer an employee
- h) To liaise with regional Heads of the Departments when there is a bereavement affecting an employee of the region.
- i) To pay a home visit to the immediate family of the deceased staff member within 48 hours of the receipt of the notification of death.

7. POLICY FRAMEWORK

7.1 NOTIFICATION OF DEATH

- a) In the event of death of the employee, the bereaved family must inform the employee's directorate as soon as possible
- b) The affected Directorate must then inform the head of Corporate Service about the death.

7.2 CONTRIBUTIONS AND CONDOLENCES

- a) All employees shall contribute condolences towards the bereaved family.
- b) All employees shall also contribute condolences whenever an immediate family member of an employee has died.
- c) These contributions shall preferably be made prior to the funeral.

7.3 TRANSPORTATION

- a) The bereavement committee shall notify the officials of the date/time of the memorial service and funeral services.
- b) The use of Government vehicle to attend funerals should be used economically
- c) The Department should avail transport for officials to attend the funerals and memorial services in case of employee's death.
- d) A Government vehicle should be made available to assist the bereaved family within three days before the funeral and until the end of the funeral
- e) The transport section must delegate one official to drive the GG vehicle or any other official permitted to drive the GG vehicle.
- f) Staff members with subsidized vehicles shall be allowed to use their vehicles to attend the memorial and funeral services.
- g) All sectional head should monitor the attendance of the official to the memorial service and funeral and such trip should be regarded as official.

8. PROCEDURE FOR AMENDMENT OF THE POLICY

- (a) The amendment of this policy shall be done in accordance with the changing legal frameworks and shall be subjected to approval by the Head of Department.
- (b) The Head of Department has the discretion to deviate from this policy at his/her discretion.

9. DISSOLUTION OF THE COMMITTEE

The Bereavement committee will be dissolve and the new one will be established if the committee fails to function in accordance with the y.

10. MONITORING ,EVALUATION AND REPORTING

The Department through its delegated structures shall itor and evaluate effectiveness of the implementation and report to the Head of the Department on a six months basis.

APPROVED/NOT APPROVED

MR.S NGUBANE
ACTING: HEAD OF DEPARTMENT

DATE: _____