



**MANDENI LOCAL MUNICIPALITY  
BEREAVEMENT / FUNERAL POLICY**

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## **1. PURPOSE OF THE POLICY**

The purpose of the policy is to provide a uniform approach in dealing with death in the workplace .

## **2. DEFINITIONS**

The specific meaning of key words is as defined in the Basic Conditions of Employment Act, 75 of 1997 in these definitions, unless the context indicates otherwise: -

**"Close family"** employee or councillor's spouse, life partner, parent, adoptive parent, grandparent, child, adopted child, grandchild or sibling.

**"Designee"** a person appointed or designated as the Head of Department for an interim period.

**"Director"** a person appointed as a Head of Department in the Municipality

**"Mourner"** a person attending a funeral service or memorial service.

## **3. OBJECTIVES**

- 3.1 To provide a framework for management of funeral processes for a deceased municipal councillors, employees and close family member.
- 3.2 To make a provision for establishment of a sustainable mechanism for provision of support to the family of the deceased Councillor or employee of the municipality.
- 3.3 To provide a framework for cost management and recovery arising out of the support to bereaved family.
- 3.4 To promote good fellowship during a time of need to the bereaved family.
- 3.5 To facilitate extension of condolences to the bereaved family of the deceased person.

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#### **4. APPLICATION OF THIS POLICY**

- 4.1 This policy will apply to all Councillors, Permanent and Contract Employees, (one year) and Interns, excluding casual workers.
- 4.2 Provisions of this policy will be binding to Council, Councillors and Management of the Municipality.

#### **5. PRINCIPLES OF THIS POLICY**

- 5.1 This policy is designed to be used as a tool for comforting/consoling the bereaved family.
- 5.2 This policy is designed to enhance the content of our social culture in respect of mourning.
- 5.3 The application of this policy shall be balanced with the interests of the municipality.
- 5.4 The operation of this policy shall not interfere with nor interrupt the smooth rendering of services to the community.
- 5.5 This policy shall be applied in such a way that, there is a minimum work stoppage resulting from a need to pay last tribute to the deceased during normal working hours.

#### **6. ARRANGEMENT OF MEMORIAL SERVICES AND FAMILY VISITS**

- 6.1 The supervisor after being advised shall immediately after the occurrence of death of the member of the municipal staff inform HR office whatever suitable manner of communication in no later than two days thereafter.
- 6.2 The Corporate Services department through the division of HR shall be furnished with a certified copy of the death certificate confirming the death of such staff member and issue the memo to all staff that will report the death of municipal staff.
- 6.3 The Municipality shall arrange a memorial service for paying the last tribute to the employee or councillor who has deceased.

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- 6.4 Such memorial service shall be held within a period of seven working days or not later than ten working days after the death of the employee or Councillor, subject to the availability of the family.
- 6.5 The memorial service shall be held after lunch during the normal working hours at a suitable venue within the area of jurisdiction of the Mandeni municipality.
- 6.6 The refreshments may be arranged for the family members only in the memorial service.
- 6.7 The costs of refreshments may be used from the catering vote or any other suitable vote chosen by the Head of the affected department.
- 6.8 The municipality shall provide transport in case of family visit before the funeral for only 15 employees.

## **7. FUNERAL ATTENDANCE ARRANGEMENTS**

Attendance of funerals shall be as follows.

- 7.1 For employees, the Municipal Manager shall permit and provide transport for a maximum of 15 employees to attend the funeral even if it is out of the Mandeni Jurisdiction
- 7.2 For councilor's, The Municipal Manager in consultation with Speaker shall permit and provide transport for all councilors.
- 7.3 The family of the deceased councillor or employee shall be financially assisted to the amount of R 7 000 preferable handed over prior to the funeral.
- 7.4 The HR department will develop a form where the employee or councillor can nominate the beneficiary for this amount to be paid at right person.

## **8. DEATH OF A CLOSE FAMILY MEMBER (As per BCEA)**

- 8.1 In instances where an employee loses a close family member, he or she qualifies to take Family responsibility / annual leave to attend to the funeral arrangements.
- 8.2 The Heads of Department / Supervisor shall request the Municipal Manager (Fleet office) to authorize and send a vehicle with a maximum of 4 people to give support and transport for 15 people to attend funeral.
- 8.3 The municipality shall contribute the amount of R 1000.00 for the close family member, but the employee needs to nominate the maximum of seven (7) dependents that will be paid after death.
- 8.3 All employees from the municipality may contribute an minimum amount of R 5 to R10.00 or more for additional contribution, the user department shall assist for this contribution.

## **9. GENERAL PROVISIONS**

- 9.1 The employees and councillors of the municipality attending a memorial service or funeral shall be regarded as on official duty for the purpose of the Workman's Compensation Act.
- 9.2. No person shall be paid a part of a or full wage for attending a funeral or memorial service or for paying a bereavement visit even if such person was the driver of the vehicle used to attend any of the mentioned occasions.
- 9.3 No Councillor or employee shall claim overtime nor time off for any time spent in attendance of any bereavement related occasion.

## **10. INTERPRETATION OF THIS POLICY**

- 10.1 All words contained in this policy shall have an ordinary meaning attached thereto, unless the definition or context indicates otherwise.
- 10.2 Any dispute on interpretation of this policy shall be declared in writing by any party concerned.
- 10.3 The Office of the Municipal Manager shall give a final interpretation of this policy in case of a written dispute.

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**11. REVIEWAL OF THE POLICY**

It will be the responsibility of the Corporate Services Department to consider the provisions of this policy. The Corporate Services Department shall request all Departments to submit their proposed changes for submission to Council for approval.

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**PREPARED BY: MANAGER HR AND ADMINISTRATION  
DATE OF ADOPTION BY COUNCIL: 10 JULY 2024  
COUNCIL RESOLUTION NO:C01**

  
**MUNICIPAL MANAGER  
S.G. KHUZWAYO**

11/07/2024  
**Date**