



cogta

Department:
Co operative Governance and Traditional Affairs
MPUMALANGA PROVINCIAL GOVERNMENT

BEREAVEMENT POLICY

2011/12



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1. PREAMBLE

The Department of Cooperative Governance and Traditional Affairs recognizes the fact that death is unavoidable and, as a caring employer, seeks to create a supportive environment for its employees and their immediate family members during times of bereavement.

2. PURPOSE

To ensure a uniform, fair and consistent approach in dealing with the death of an employee as well as death of immediate family members of an employee (where relevant)

3. SCOPE OF APPLICATION

This policy applies to all Department of Cooperative Governance and Traditional Affairs employees, interns and learners.

4. DEFINITIONS

In this policy, unless the context otherwise indicates:-

Bereavement refers; loss of an employee or immediate family member by death

Committee; refers the Bereavement Committee established in terms of this policy

Department; refers the Mpumalanga Department of Co-operative Governance and Traditional Affairs;

Immediate family member refers; the spouse or life partner of an employee, children, biological parents and biological siblings.

Official / employee refers to a person who;

- (a) appointed permanently, notwithstanding that such appointment may be on probation, to a post contemplated in section 8 (1) (a) of the Public Service Act, and includes a person contemplated in section 8 (1) (b) or 8 (3) (c) of that Act;
- (b) appointed on contract in terms of section 8 (1) (c) (ii) of the Public Service Act; or
- (c) An intern or learner of the Department.

7. ROLES AND RESPONSIBILITIES

7.1 The functions of the committee are:

1. To liaise with the bereaved family.
2. To arrange for memorial service only for employee.
3. To keep the staff informed about the transport arrangements for memorial service and funeral.
4. To provide condolences for the bereaved family.
5. To collect contributions as stipulated in this policy within 3 days of being notified about the bereavement.
6. Identify the need to can help in arrangement of a funeral and make proper arrangements.

7.2The Role of Employee Health and Wellness Unit

In the event of death of a staff member;

1. The Unit will provide emotional support to the family during the week of notification of death
2. Initial contact will be established within 48 hours of receipt of the notification
3. The Unit will link the family with other free of charge affordable service providers for future interventions should the need arise, at no cost of the Department.

7.3 The Role of the employer.

In the event of death of a staff member

1. An employer should provide transport to the bereavement committee.
2. The employer should organize a memorial service in case an employee has passed away.
3. The employer should send a representative to the bereaved family on behalf of the Department.

8. POLICY IMPLEMENTATION

a. Establishment of Bereavement Committee

The Head of Corporate services must establish a Bereavement Committee of ten permanent members and appoint a Chairperson thereof.

- b. Chief Directorate to nominate two officials who will form part of the Bereavement Committee.
- c. The Chief Director Corporate Services should call all officials to inform them about the death of an employee.

8.1 Support and Advice

- 8.1.1 All employees shall consistently contribute R50, 00 as condolences whenever an employee has passed away.
- 8.1.2 All employees shall consistently contribute R10, 00 as condolences whenever an immediate family member of an employee has passed away.
- 8.1.3 These contributions must be paid to the bereaved family prior the funeral.
- 8.1.4 A staff member who is not contributing towards condolences will only receive moral support.
- 8.1.5 A record of condolences should always be kept and updated.

8. POLICY REVIEW

The policy will be reviewed annually or whenever the need arises and any review thereof is the responsibility of the Executing Authority of the Department

**THUS DONE AND SIGNED AT NELSPRUIT BY THE ACCOUNTING OFFICER
FOR APPROVAL BY THE MEC.**

MR. M.D MAHLOBO
HOD: COGTA
DATE_____

APPROVED

MR.M.B MASUKU (MPL)
MEC: COGTA
DATE_____