



Province of the  
**EASTERN CAPE**  
COOPERATIVE GOVERNANCE  
& TRADITIONAL AFFAIRS

# **BEREAVEMENT POLICY**

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<b>Document Number</b>	<b>1</b>
<b>Document Name</b>	<b>Bereavement Policy</b>
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<b>Date of Approval</b>	
<b>Date Last Amended</b>	<b>30 March 2021</b>
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<b>Related Policies</b>	<b>Leave Management Policy, Resettlement Policy, Fleet Management Policy, Wellness Management Policy.</b>

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**SIGN OFF**

**I. Head of Department**

This Bereavement Policy has been recommended by Mr A.A Fani in my capacity as Head of the Department for Cooperative Governance and Traditional Affairs.

I am satisfied and concur with the contents of this Policy.


The development of the policy on Bereavement will ensure that the department is able exercise its powers in compliance with the law and guide decision-making in the department.

Recommended	
Designation	Head of Department
Date	29/07/2022

**II. Executive Authority**

The Department of Cooperative Governance and Traditional Affairs has unprecedented opportunity to improve the lives of the staff by effectively rendering services that it is expected to provide. We have envisage a Department that has the required capacity to respond adequately to challenges of its staff.

I therefore trust that the guidance from this Policy will contribute to the effective Bereavement Processes in the department.

Signed	
Designation	MEC: Honourable X.E Nqatha
Date	29/07/2022

## 1. PREAMBLE

The Department of Cooperative Governance and Traditional Affairs recognises that a workplace is where employees spend most of their time, with their colleagues. Death of employees and or their family members is a workplace reality and in times of the bereavement, the affected employees need support from the employer and fellow employees.

## 2. PURPOSE OF POLICY

- 2.1 To provide guidelines for the administering of the bereavement in line with the family responsibility leave programme.
- 2.2 To promote support (emotional & financial) as well as practical and uniform measures through which employees who have lost their loved ones will be assisted.
- 2.3 To give clear guidelines on what needs to be done when an employee passes away.

## 3. DEFINITIONS & ABBREVIATIONS

Terms and definitions that will be used throughout the procedure that need clarification for the reader, this includes any keywords; technical terms and abbreviations used in this document.

Word / Term	Definitions (with examples if required)
Bereavement	Loss of a loved one through death, this could be the employee or immediate family member of the employee.
Employee	A person contemplated in section 8 (1) (c) of the Public Service Act (A person who is employed by an organization to perform specific functions, on the staff of the organization).
Family Member	Family Member means a person who is a spouse, former spouse, child, stepchild, grandchild, parent, stepparent, grandparent, niece, nephew, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother, sister, brother-in-law, or sister-in-law, including adoptive relationships.
Immediate Family	A spouse or co-habiting partner or partners. Biological children / step children / legally adopted children and a child through foster care. Mother / step mother or legal guardian. Father / step father or legal guardian.

	Siblings (sisters and brothers).
Spouse or co-habiting partner	A partner in civil marriage. A partner in customary marriage A partner in relationship in which both partners have co habited for a period exceeding six (6) months
EAP	Employee Assistance Programme
HOD	Head of Department

#### 4. APPLICATION AND SCOPE

This policy is applicable to employees of the Department of Cooperative Governance and Traditional Affairs and their immediate family members as defined in the policy..

#### 5. LEGISLATIVE FRAMEWORK

- 5.1 The Constitution of the Republic of South Africa, 1996 chapter 2
- 5.2 Public Service Regulations (as amended 2016)
- 5.3 Public Service Act 104 of 1994
- 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  
Resolution 1 of 2007
- 5.6 Basic Conditions of Employment Act, Act No. 1997
- 5.7 Government Employee Pension Fund, Guide Lines and Benefits 2003.

#### 6. POLICY STATEMENT

The Department of Cooperative Governance and Traditional Affairs is committed to render support to a bereaved employee in the event of death in his or her family and determine the extent of support to be provided to the family of the employee in the event of his or her death.

#### 7. POLICY PRINCIPLES

This policy is guided by the following main principles:

- 7.2 Humanity (Ubuntu)
- 7.2 Consistency
- 7.3 Transparency

## **8. APPLICATION MECHANISMS**

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

In the event of the death of an employee the following should be done: -

- 8.1.1.** The Affected Directorate shall ascertain the true state of affairs on behalf of the department by visiting the family of the deceased employee shall serve as a vital link between the department and the family from day one, the department shall bear the transport costs for the family visit.
- 8.1.2.** The Affected Directorate shall send a message of condolence to the family soon after receiving the news.
- 8.1.3.** The Affected Directorate shall inform the Human Resource Management Unit in writing so procedures and processes are followed but more importantly to get HRM involved in terms of conveying information regarding possible benefits payable and the documentation required for these to be paid.
- 8.1.4.** The Affected Directorate shall send out a notification to inform all staff members about the death of their colleague including the arrangements regarding the paying of respect to the family by staff members, prayers session, memorial services and date of the funeral. The head of the unit shall also take responsibility for the collection of voluntary contributions from the department.

## **9. USE OF STATE VEHICLES / AIR TRANSPORT**

- 9.1 State vehicles will be utilized by officials nominated to represent the department at a memorial services and /or funeral.
- 9.2 Nominated officials who have subsidized vehicles will utilize their vehicles officially to perform all memorial and funeral functions and all trips will be regarded as official trips.
- 9.3 The departments transport section to ensure that transport is made available to transport employees to attend memorial and /or funeral services.
- 9.4 Funeral and Memorial services attended by officials will be regarded as official duty.

- 9.5 Where necessary, obtain approval from the Accounting Officer for air travel to attend a funeral service out of the Province.
- 9.6 One (1) day accommodation before the funeral shall be at the cost of the Department.
- 9.7 Employees should note that the Department will not provide official government transport to any family member of the deceased or of an official in the employ of the state. Government transport can however be utilised under the following conditions:
- 9.7.1 Government officials are nominated to represent the department at a funeral or memorial service in the instance of an official (s) from the department passing away;
- 9.7.2 Where an official acts on behalf of Department and has been appointed by the HOD or his/ her delegated authorised official;
- 9.7.3 Officials that are nominated to represent the Department to deliver speeches of condolences and sympathy can be provided with one sedan or delivery van.
- 9.7.4 Nominated officials that are in possession of a subsidized vehicle will utilise their vehicle officially to perform all memorial and funeral service functions as set out above and all trips incurred will be regarded as official trips. This will need to be authorised by the Accounting Officer or his/her delegate.
- 9.8 The following requirements need to be adhered to when official transport to a funeral or memorial service is approved:
- 9.8.1 No additional human resources are needed only delegated officials will be in the vehicle to represent the Department;
- 9.8.2 All arrangements of transport provisioning must be approved by the Head of Department or designated official;
- 9.8.3 Should approval for the use of government motor transport be granted, such transport is only to be utilised within the boundaries of the Republic of South Africa (RSA) and special approval will be required from the Accounting Officer for trips beyond the Republic of South Africa.
- 9.8.4 In the approval for the request for transport to attend a funeral or memorial service, the cost for replacement vehicle (should it be required for service delivery), should be taken into consideration in the approval thereof.



## 10. MEMORIAL SERVICE

- 10.1 In the event of death of employee, the Head of Department or a delegated employee shall attend the memorial service and speak on behalf of the Department
- 10.2 The Sub Directorate Employee Wellness shall arrange and coordinate all memorial services in consultation with the Office of the Head of Department
- 10.3 The affected directorate shall make a formal request to the Sub Directorate Employee Wellness to make the necessary arrangements for the memorial service.
- 10.4 Employees participating in the coordination of the memorial service are subject to the dictates and directives as encapsulated in the Disciplinary Code of Conduct at all material times.
- 10.5 Any employee who is enlisted as a speaker in the program shall conduct himself/herself in an ethical and professional behaviour and in the interest of the Department.
- 10.6 Member of the SMS Members who is selected to speak on behalf of the Department must have been properly delegated and authorised by the Head of Department in writing.
- 10.7 Former employees shall not be permitted to speak as colleagues of the deceased employee in a memorial service that has been organised by the Department.
- 10.8 Where the Honourable Member of the Executive Council is available and present, then the departmental speaker shall be the Hon. MEC or Head of Department if the Hon. MEC so decides.
- 10.9 The Head of Department is authorised to approve expenditure for catering in respect of the bereaved family members attending the memorial service.

## 11. FUNERAL SERVICE

- 11.1 The Accounting Officer in consultation with the MEC will identify the official to speak at the funeral service

## 12. VOLUNTARY CONTRIBUTIONS

- 12.1 It will be deemed appropriate in the event of a death of an employee to circulate a list requesting voluntary contributions. There shall be a circulation of a contribution list on behalf of the bereaved family.
- 12.2 The total amount collected from the contributions will be handed over to the family by the designated official on or before the funeral.

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

The supervisor of the employee:

- 13.1 Ensure that a message of condolence is sent to the employee (and his / her family) a day after receiving the news of bereavement.
- 13.2 Notify all employees about the bereavement of their colleague and arrange a visit by fellow employees to pay respect to the family of the deceased.
- 13.3 Take responsibility for the collection of voluntary contributions. Any list to be circulated is to be sanctioned by the Chief Director: Corporate Services.
- 13.4 The contributions collected will be handed over to the bereaved family.

### **14. EMOTIONAL SUPPORT**

In the event of the death of a staff member:

- 14.1. Employee Wellness Unit will provide emotional support to individuals or group in debriefing session (in case there is a need) who voluntarily requested such services in line with EAP Policy;
- 14.2. Should further support be required, the Employee Wellness Unit will do an assessment and referral (if necessary), preferable link the affected individual with other affordable services.

### **15. LEAVE ARRANGEMENTS**

Please refer to the Departmental Leave Management Policy.

### **16. ROLES AND RESPONSIBILITIES**

#### **16.1 EMPLOYEE**

Has a responsibility to ensure that his / her immediate supervisor is informed of the loss of a family member.

## **16.2 SUPERVISOR**

16.2.1 The supervisor should communicate the news to the relevant senior person and employees.

16.2.2. Supervisors should assist grieving employees by providing or arrange for emotional from wellness.

## **17. MONITORING AND EVALUATION**

The Directorate: Human Resource Management will monitor the implementation of this policy and will submit a quarterly report to the Chief Director: Corporate Services for submission to the Head of Department.

## **18. APPROVAL OF THE POLICY**

The policy will be recommended by the Head of Department and approved by the Member of the Executive Council as per the updated Departmental Delegations and the policy will become official on the date it is signed by the Executing Authority (i.e. the MEC for Cooperative Governance and Traditional Affairs.)

## **19. DISPUTE RESOLUTION MECHANISM**

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

## **20. REVIEW OF THE POLICY**

The policy will be reviewed and amended in line with future legislative and collective agreements promulgations. The development of this policy is a dynamic process may require revision from time to time.

## 21. VERSION CONTROL AND CHANGE HISTORY

Version Control	Date Effective	Approved By	Amendment
Start from	YYMMDD (the date the policy takes effect)	Contact person – full name & title.	Include any superseded procedures and what the amendment is to the document.
2012		XE Nqatha (MEC)	
2021		Honourable X.E. Nqatha (MEC)	<p><b>15. EMOTIONAL SUPPORT</b></p> <p>In the event of the death of a staff member:</p> <p>Employee Wellness Unit will provide emotional support to individuals or group debriefing session (in case there is a need) in line with EAP Policy;</p> <p>Should further support be required, the Employee Wellness Unit will do assessment and referral (if necessary), preferable link the affected individual with other affordable services.</p>
2022		Hon X.E. Nqatha (MEC)	<p><b>USE OF STATE VEHICLES / AIR TRANSPORT</b></p> <p>Employees should note that the Department will not provide official government transport to any family member of the deceased or of an official</p>

		<p>in the employ of the state. Government transport can however be utilised under the following conditions:</p> <p>Government officials are nominated to represent the department at a funeral or memorial service in the instance of an official (s) from the department passing away;</p> <p>Where an official acts on behalf of Department and has been appointed by the HOD or his/ her delegated authorised official;</p> <p>Officials that are nominated to represent the Department to deliver speeches of condolences and sympathy can be provided with one sedan or delivery van.</p> <p>Nominated officials that are in possession of a subsidized vehicle will utilise their vehicle officially to perform all memorial and funeral service functions as set out above and all trips incurred will be regarded as official trips. This will need to be authorised by the Accounting Officer or his/her delegate.</p> <p>The following requirements need to be adhered to when official transport to a funeral or memorial service is approved:</p> <p>No additional human resources are needed only delegated officials will be in the vehicle to represent the Department;</p>
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			<p>All arrangements of transport provisioning must be approved by the Head of Department or designated official;</p> <p>Should approval for the use of government motor transport be granted, such transport is only to be utilised within the boundaries of the Republic of South Africa (RSA) and special approval will be required from the Accounting Officer for trips beyond the Republic of South Africa.</p> <p>In the approval for the request for transport to attend a funeral or memorial service, the cost for replacement vehicle (should it be required for service delivery), should be taken into consideration in the approval thereof.</p> <p>Where necessary, obtain approval from the Accounting Officer for air travel to attend a funeral service out of the Province.</p> <p>One (1) day accommodation before the funeral shall be at the cost of the Department.</p> <p><b>MEMORIAL SERVICE</b></p> <p>In the event of death of employee, the Head of Department or a delegated employee shall attend the memorial</p>
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		<p>service and speak on behalf of the Department</p> <p>The Sub Directorate Employee Wellness shall arrange and coordinate all memorial services in consultation with the Office of the Head of Department</p> <p>The affected directorate shall make a formal request to the Sub Directorate Employee Wellness to make the necessary arrangements for the memorial service.</p> <p>Employees participating in the coordination of the memorial service are subject to the dictates and directives as encapsulated in the Disciplinary Code of Conduct at all material times.</p> <p>Any employee who is enlisted as a speaker in the program shall conduct himself/herself in an ethical and professional behaviour and in the interest of the Department.</p> <p>Member of the SMS Members who is selected to speak on behalf of the Department must have been properly delegated and authorised by the Head of Department in writing.</p> <p>Former employees shall not be permitted to speak as colleagues of the deceased employee in a memorial service that has been organised by the Department.</p>
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			<p>Where the Honourable Member of the Executive Council is available and present, then the departmental speaker shall be the Hon. MEC or Head of Department if the Hon. MEC so decides.</p> <p>The Head of Department is authorised to approve expenditure for catering in respect of the bereaved family members attending the memorial service.</p> <p><b>FUNERAL SERVICE</b></p> <p>The Accounting Officer in consultation with the MEC will identify the official to speak at the funeral service</p> <p><b>VOLUNTARY CONTRIBUTIONS</b></p> <p>It will be deemed appropriate in the event of a death of an employee to circulate a list requesting voluntary contributions. There shall be a circulation of a contribution list on behalf of the bereaved family.</p> <p>The total amount collected from the contributions will be handed over to the family by the designated official on or before the funeral.</p> <p><b>EMOTIONAL SUPPORT</b></p> <p>In the event of the death of a staff member:</p>
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