

BEAUFORT WEST MUNICIPALITY



POLICY	BEREAVEMENT POLICY
Approved	30 June 2025 Item 8.4
Author(s)	Human Resources
Consultation	Council and LLF Workshop

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1. PURPOSE

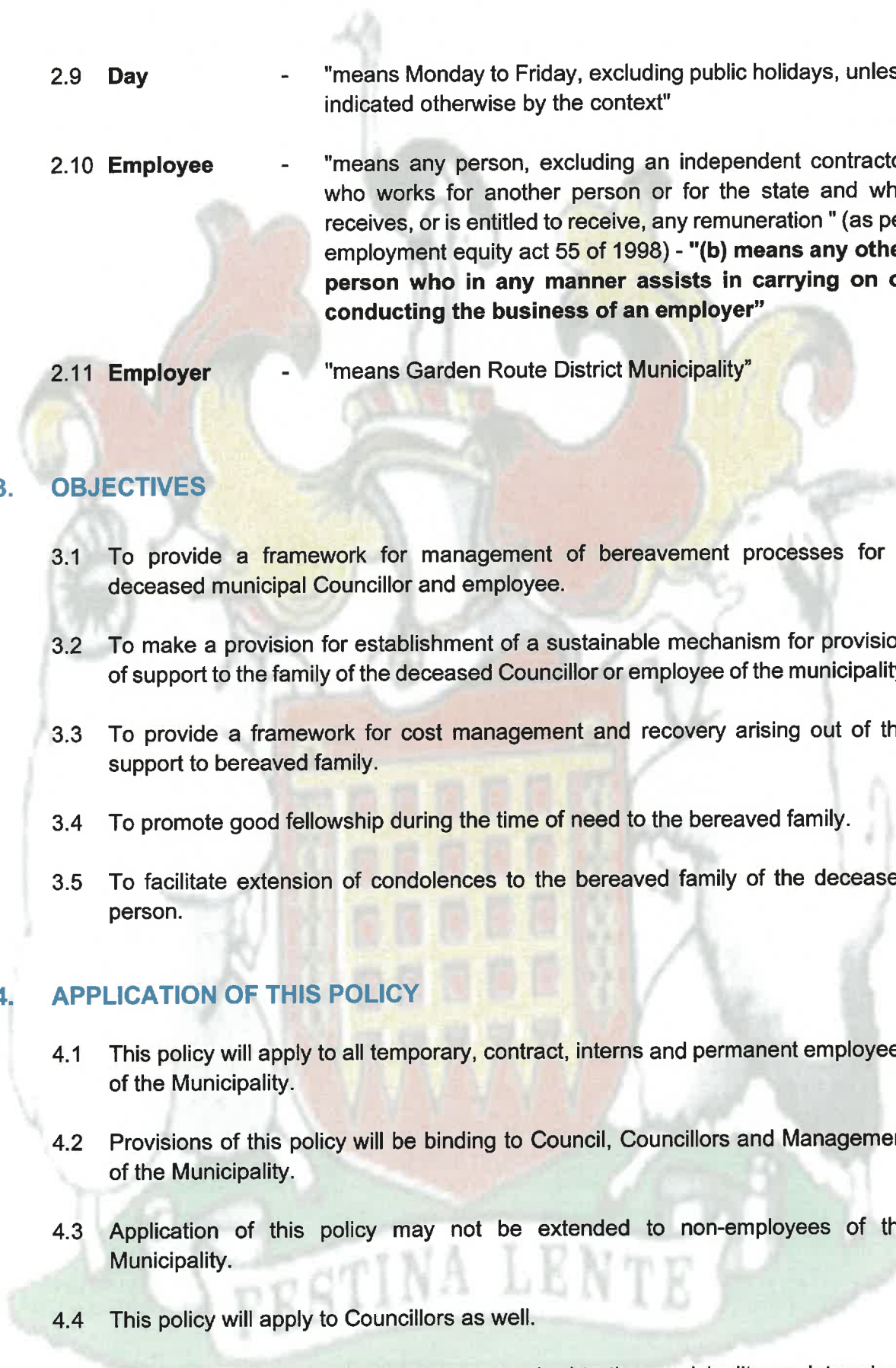
The purpose of this policy is to set guidelines to take time-off for attending memorial services and funerals in the case of death of councillors and colleagues, excluding **"family responsibility leave"**. The purpose of the policy seeks to give guidance and direction to the organization of the Memorial Service and funeral service of councillor (s), employee(s) in Beaufort West Municipality. The policy objective also seeks to give a space for employee(s) and management of Beaufort West Municipality a last opportunity to give respect for the last time to all those councillor (s) and employee(s) who have given loyal service to the Municipality in making sure that service delivery is being rendered to the community.

The policy will not seek to replace family funeral arrangements or any form of mourning by a family bereaved but it will rather focus on internal staff members of Beaufort West Municipality. The policy will seek to give guide and direction to specific matters towards the organizational success of the Memorial Service and the funeral service.

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:


- 2.1 **Designee** - A person appointed or designated as the Head of the Department for an interim period.
- 2.2 **Manager** - A person appointed as a Head of a Department in the Municipality
- 2.3 **Mourner** - A person attending a funeral service or memorial service
- 2.4 Words indicating the masculine gender shall include the feminine gender.
- 2.5 All references to days shall be working days.
- 2.6 **Time** - Off refers to the service (funeral/memorial) and travel time to and from the funeral/memorial service.
- 2.7 Memorial service is a ceremony remembering and honouring a colleague/councillor that has passed away.
- 2.8 Funeral service is a ceremony that takes place prior to the burial or cremation of the body of a colleague/councillor that has passed away and it may include the actual burial service.

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- 2.9 **Day** - "means Monday to Friday, excluding public holidays, unless indicated otherwise by the context"
- 2.10 **Employee** - "means any person, excluding an independent contractor who works for another person or for the state and who receives, or is entitled to receive, any remuneration " (as per employment equity act 55 of 1998) - **"(b) means any other person who in any manner assists in carrying on or conducting the business of an employer"**
- 2.11 **Employer** - "means Garden Route District Municipality"

3. OBJECTIVES

- 3.1 To provide a framework for management of bereavement processes for a deceased municipal Councillor and employee.
- 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 the time of need to the bereaved family.
- 3.5 To facilitate extension of condolences to the bereaved family of the deceased person.

4. APPLICATION OF THIS POLICY

- 4.1 This policy will apply to all temporary, contract, interns and permanent employees of the Municipality.
- 4.2 Provisions of this policy will be binding to Council, Councillors and Management of the Municipality.
- 4.3 Application of this policy may not be extended to non-employees of the Municipality.
- 4.4 This policy will apply to Councillors as well.
- 4.5 This policy may be applied to interns attached to the municipality as determined by the Municipal Manager.
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5. ARRANGEMENT OF MEMORIAL SERVICES AND BEREAVEMENT VISITS

- 5.1 The Municipality shall arrange a memorial service for paying the last tribute to any person referred to in Clause 3.1 of this policy.
- 5.2 Such memorial service shall be held within a period of seven working days or not later than 10 working days after the death of the employee or Councillor, subject to the availability of the family.
- 5.3 The memorial service shall be held in the last one and half hours of the normal working hours if it is held during the week or not on a public holiday at a suitable venue within the area of jurisdiction of the Beaufort West Municipality.
- 5.4 The Human Resources Division in conjunction with the Department in which the bereavement has occurred shall be responsible for arranging the memorial service.
- 5.5 A preacher of the family's choice or the municipality's choice shall be arranged by the Beaufort West Municipality at no cost.
- 5.6 Employees and /or Councillors who wish to pay a visit to the bereaved family may be allowed to do so during the last two working hours of normal working time if feasible, but if not feasible during the normal working hours should such a visit occur on a working day, within a radius of 160 km from the location of main Municipal Offices, the hours shall be determined by the Municipal Manager.
- 5.7 Employees from the particular Section would be permitted to attend the memorial services.
- 5.8 Employees from other Sections or Departments must obtain permission timeously from their relevant Head of Department to attend.
- 5.9 The relevant Head of Department should ensure that sufficient staff members remain on duty to ensure a full uninterrupted services is rendered. Special care must be taken that essential services are not interrupted.
- 5.10 A hall will be arranged for the memorial services, at Council's expenses, only during office hours.

6. DECORATIONS OF THE HALL

- 6.1 The official(s) will have to look and make use of internal resources firstly that will make the hall look good and be suitable for the Memorial Service. Decorations of the hall will include amongst other things:

6.1.1 Flowers

6.1.2 Pictures of the deceased if family may so wish and/or made available on time to the committee and logistic team.

6.1.3 PA system, the official upon inspecting the venue or a need of the system it must be organized.

6.1.4 Trade Union Banners can be mounted up inside the hall and be removed after the Memorial Service. The committee must make sure that on the venue there will be nothing that will be used for decorations or be mounted that will bring divisions amongst the work force and offend anyone that will be attending the Memorial Service.

6.1.5 A department in which a worker was working in must identify (6) six people who will usher fellow workers, guests and the family members for order during the Memorial Service.

7. FUNERAL ATTENDANCE ARRANGEMENTS

7.1 For all funerals, the Municipality shall send an official delegation of not more than three (3) employees determined by the Municipal Manager.

7.2 Other employees/Councillors willing to attend funeral of colleagues and Councillors will be dealt with according to 7.4.

7.3 In the event of death of an employee or Councillor, the Municipality shall avail transport for the mourners from the municipality to attend the funeral service within the borders of South Africa on a shared cost basis.

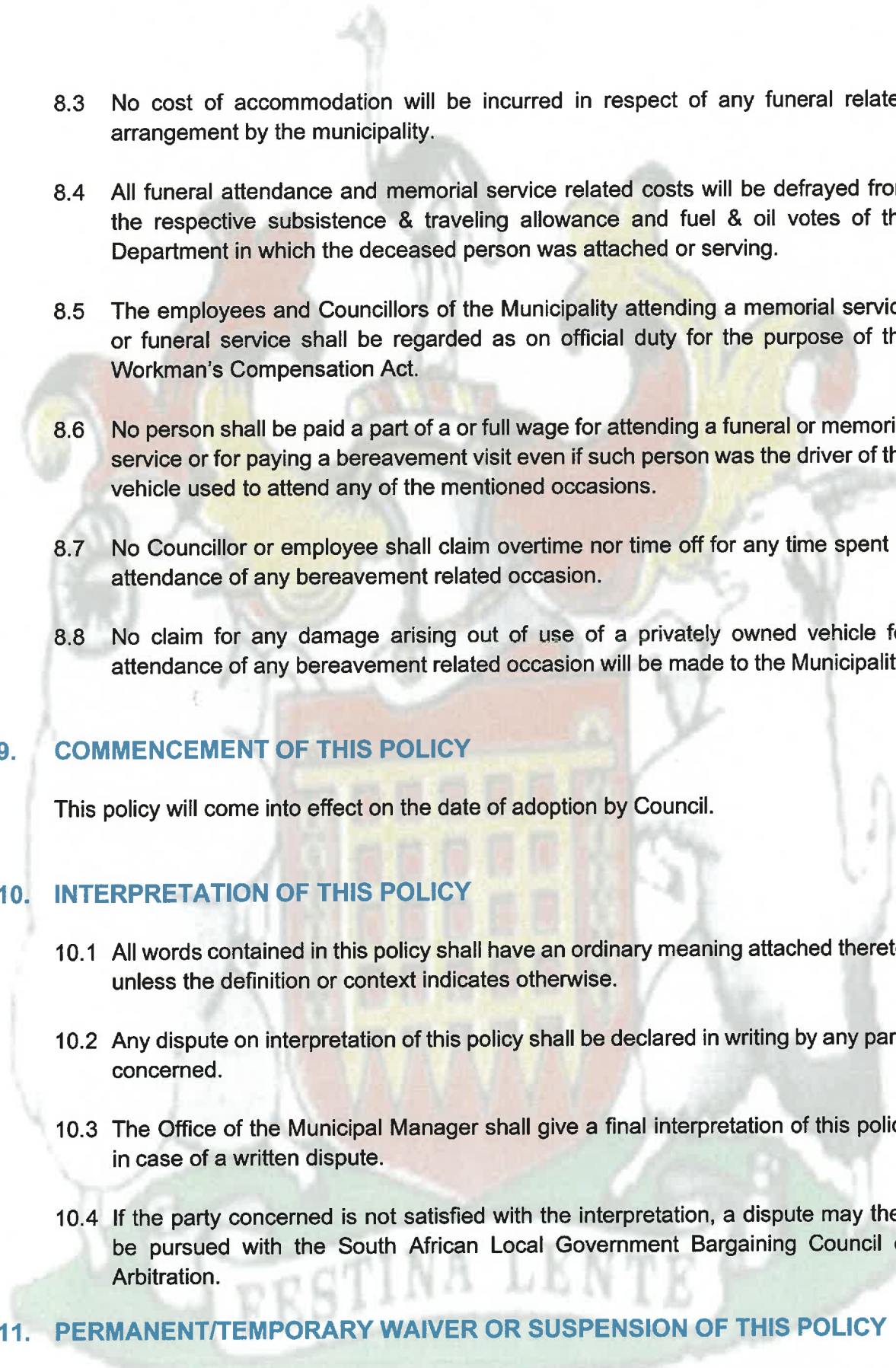
7.4 The mourners shall pay 40% of the total costs of transport for the funeral service and the remaining 60% will be covered by the municipality in the event that the funeral is outside the jurisdiction of the Municipality.

7.5 If a municipal vehicle is used, the transport costs will be calculated according to applicable tariffs for use of privately owned vehicles, issued by the National Department of Transport.

8. GENERAL PROVISIONS

8.1 If Councillor's or staff member's vehicle is used for transport purpose, that person will be reimbursed according to the subsistence and traveling allowance policy, (the Clause with regard to official kilometres of 350 km or 500 km is not applicable in this regard) subject to Clause 6.3.

8.2 If a privately owned vehicle belonging to a member of the public, other than a bus, taxi or hired vehicle has been used, the applicable tariff set out in the Travel and Subsistence allowance policy will be used.

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- 8.3 No cost of accommodation will be incurred in respect of any funeral related arrangement by the municipality.
- 8.4 All funeral attendance and memorial service related costs will be defrayed from the respective subsistence & traveling allowance and fuel & oil votes of the Department in which the deceased person was attached or serving.
- 8.5 The employees and Councillors of the Municipality attending a memorial service or funeral service shall be regarded as on official duty for the purpose of the Workman's Compensation Act.
- 8.6 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.
- 8.7 No Councillor or employee shall claim overtime nor time off for any time spent in attendance of any bereavement related occasion.
- 8.8 No claim for any damage arising out of use of a privately owned vehicle for attendance of any bereavement related occasion will be made to the Municipality.

9. COMMENCEMENT OF THIS POLICY

This policy will come into effect on the date of adoption by Council.

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.
- 10.4 If the party concerned is not satisfied with the interpretation, a dispute may then be pursued with the South African Local Government Bargaining Council or Arbitration.

11. PERMANENT/TEMPORARY WAIVER OR SUSPENSION OF THIS POLICY

- 11.1 This policy may be partly or wholly waived or suspended by the Municipal Council on a temporary or permanent basis after consultation with Management and Trade Unions.

11.2 Notwithstanding clause No. 10.1 the Municipal Manager may under circumstances of emergency temporarily waive or suspend this policy subject to reporting of such waiver or suspension to Council and Trade Unions.

12. AMENDMENT AND/OR ABOLITION OF THIS POLICY

This policy may be amended or repealed by the Council after consultation with Management and Trade Unions.

13. COMPLIANCE AND ENFORCEMENT

13.1 Violation of or non-compliance with this policy will give a just cause for disciplinary steps to be taken.

13.2 It will be the responsibility of all Managers, Supervisors, Executive Committee and Council to enforce compliance with this policy.

14. POLICY MONITORING AND EVALUATION

14.1 This Policy shall be implemented and effective once recommended by the Local Labour Forum and approved by Council.

14.2 Non-compliance to the stipulations contained in this policy shall be regarded as misconduct, which shall be dealt with in terms of the Code of Conduct.

14.3 Head of Corporate Services shall carry out the monitoring and evaluation of the Policy's implementation.

15. POLICY APPROVAL

This policy was formulated by Human Resource Management in consultation with the Local Labour Forum.

Authorized by Municipal Manager:

Signature: _____



Date: 01.01.2025