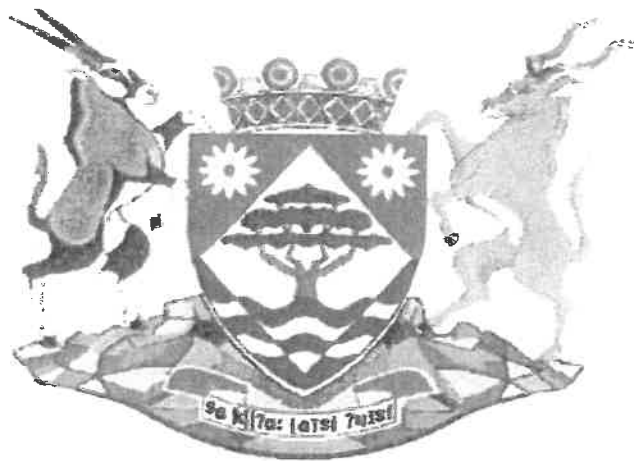


POLICY



Bereavement

Northern Cape Provincial Department of Agriculture,
Land Reform, Rural Development, Environment and Conservation

TABLE OF CONTENTS**PAGE**

1. PREAMBLE.....	1
2. PURPOSE.....	1
3. LEGAL FRAMEWORK.....	1
4. DEFINITIONS.....	2
5. SCOPE OF APPLICATION.....	2
6. NOTIFICATION OF DEATH	2
7. DEATH OCCURRENCE.....	3
8. POLICY AMENDMENT AND REVIEW.....	6
9. POLICY APPROVAL.....	6

1. Preamble

The Department of Agriculture, Land Reform, Rural Development, Environment and Conservation understands the profound impact that a staff member(s) may at one time or the other be faced with a situation of stress/emotional distress and thus realizes the effect that death and ill health can have on individuals. The policy therefore aims at providing emotional support and promote Ubuntu (humanity) amongst its staff members and families.

2. Purpose

To ensure a uniformed, fair and consistent application in dealing with the:

- ✓ Death of a staff member, as well as
- ✓ Death of an immediate family member of an employee

3. Legal Framework

- The Bill of Rights Chapter II sets out specific provisions which protect workplace rights. Section 23 (1) states that "Everyone has the right to fair labour practices". Other general rights which apply to the employment relationship, such as the right to equality and non-discrimination (Section 9), and privacy (Section 14).
- Employment Equity Act No. 55 of 1998 aims to ensure equality and non-discrimination in the workplace through anti-discrimination measures and affirmative action provisions. It
- Government Motor Transport Circular 6 of 2007
- Determination of leave of absence in the Public Service 2018
- Public Finance Management Act of 1999 as amended

4. Definitions

• Employee:

A member of staff within the Department as defined in the Labour Relations Act 66 of 1995 unless otherwise determined. This includes contract employees, learners, interns and Environmental monitors

• Immediate Family:

Parents/step parents, spouse, children, parents in law and siblings (limited to biological sisters/brothers)

Employees may register/replace one of the above mentioned biological family member's with a member of their choice.

The relation may be as a result of either step parent/child or adoption

- **Bereavement:**

A period of mourning after a loss, especially of a loved one

5. Scope of Application

This Policy is applicable to all staff members of the Department.

6. Notification of Death

1. The affected unit manager will notify the EH&W unit of a passing of either an employee or a family member of the employee
2. EH&W unit will send a communique to inform employees of the passing and new developments
3. EH&W will guide the affected unit with the necessary memorial arrangements

7. Death Occurrence

7.1 Death of a staff member

- (a) If a member of staff member dies whilst at work, the death will be reported to the Head of Department or a designated person, immediate supervisor and Human Resource Management. The Head of Department or his/her designated supervisor will report the death to the next of kin.
- (b) In the event where the death occurred on the premises and might lead to a claim against the department, an enquiry is appropriate. The Health and Safety Officer will conduct an investigation, all necessary documents and incident reports will be forwarded to the Head of Department and Service Benefit Unit for any claims.
- (c) In the event where the death of an employee occurs outside the workplace, the manager must notify the EH&W who will send a communique to the communication unit. The manager will be expected to send a write-up of the employee accompanied by pictures of the deceased.

- ✓ Voluntary financial contributions from colleagues; and
- ✓ Floral wreath not exceeding the amount of R800 subject to a 5% escalation annually, in consultation with the Unit Manager.

(II) Other resources may be provided if needs arise

7.2 Death of immediate family

- In the event of death of immediate family the affected employee will give notification to the immediate manager
- The affected manager will notify the EH&W unit who will liaise with communication unit to issue a notification to employees
- The EH&W unit must verify if the family member falls under the definition in par. 4 or is registered.
- The employee's entitlement to family responsibility leave must be granted in accordance with the determination on Leave of absence in the public service
- The Service Benefit Unit will arrange payment of any benefit due to the affected employee in the event of death of a spouse or child in terms of the law regulating the Government Employees Pension Fund, to assist with funeral arrangements
- The affected unit (with the assistance of the EH&W unit) may make arrangements for a memorial service (preferably on a Thursday; depending on the availability of the family)
- Transport may be sourced if there is a need and there are funds available. If state vehicles are available they may be utilized for the attendance of a memorial service.
- Employees will be allowed to attend the memorial service if the venue is within the 2 hours timeframe allocated

7.3 Memorial Service & Funeral Attendance

- The EH&W and communication unit shall notify officials about the date/time of the memorial and funeral services.
- If the funeral is open to colleagues and is taking place during working hours employees may be given time off to attend such funeral. However, prior approval must be obtained from the responsible manager and/or supervisor and preference will be given to the affected unit.
- Official transport, such as a hired bus or state vehicles may be utilized for employees to attend the funeral, provided

- (d) Communication unit will develop posters to be circulated/put up on notice boards. In commemoration of the deceased; the posters are to be put up for a maximum of one (1) month.
- (e) In consultation with the deceased's next-of-kin, the relevant Unit (with the assistance of the EH&W unit) must arrange a memorial service based on the availability of the family), which must be held either at the workplace premises or at an alternative suitable venue and where possible, employees must be allowed to attend. Provision must be made for the family to attend the memorial service of minimum cost to the Department.
- (f) The employer may use their discretion to release staff members for a maximum of two (2) hours (preferably from 14:00; depending on the family's availability) to attend the memorial service depending on the circumstances
- (g) Some activities may be suspended for a maximum of 2 hours to allow employees (preferably in the affected district) an opportunity to attend the memorial service
- (h) Official transport such as a hired bus or state vehicles may be utilized for employees to attend the funeral; provided funds are available (maximum of two (2) 15 seaters in the death of an employee. The affected district/directorate must avail state vehicles in their possession for the attendance of the memorial/funeral. Transport preference will be given to the affected unit/directorate/district before being extended to other officials. Based on the discretion of the HOD officials from other districts may be provided with transport or accommodation.
- (i) The Directorate shall organize transportation for the immediate family member(s) to attend the memorial service, and the responsible manager or his/her designee must authorize their conveyance, if it is cost-effective.
- (j) The Head of Department shall have the power to approve further expenses as needs arises.
- (k) Gestures of condolences must take into consideration religious and cultural observances and these may include:
 - ✓ A card of sympathy signed by the Head of Department;
 - ✓ Paying homage to the family;

B

vehicles and funds are available

- No subsistence and travel allowance may be claimed for the attendance at funerals hence employees must provide for their own expenses

8. Policy Amendment and Review

The Policy shall be reviewed as and when there are new developments in terms of legal mandates and legislation.

9. Policy Approval

The Policy is effective from 01 / 04 / 2020

Approved by Head of department.


LMM WA MODISE

HEAD OF DEPARTMENT OF AGRICULTURE,
LAND REFORM, RURAL DEVELOPMENT
ENVIRONMENT AND CONSERVATION

DATE: 01/04/2020



