



**LIMPOPO**  
PROVINCIAL GOVERNMENT  
REPUBLIC OF SOUTH AFRICA

**DEPARTMENT OF  
TRANSPORT**

**BEREAVEMENT POLICY  
VERSION 1**

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## **ACRONYMS AND ABBREVIATIONS**

1. EWP Section - Employee Wellness Programme Section
2. PSCBC – Public Service Coordinating Bargaining Council

## DEFINITIONS

1. Bereavement – Be deprived of a close relation or friend through their death.
2. Department –Transport, Limpopo Province
3. EAP Professional - A professionally trained and registered person performing EAP specific related tasks, i.e. problem assessment, counseling and therapeutic interventions
4. Employer - Any person who employs or provides work for any person and remunerates that person or expressly or tacitly undertakes to remunerate him/her.
5. Employee - Any person who is employed by or work for an employer and who receives or is entitled to receive any remuneration or who works under the direction or supervision of an employer.
6. Memorial service- Service held to pay last respect in honour of the deceased in the workplace.

## **1. INTRODUCTION AND BACKGROUND**

The Department of Transport recognises the fact that bereavement has an impact on the general wellbeing and productivity of an employee. The Department is further committed to ensure that there is fairness in terms of the implementation of the policy in order for all employees to be supported in times of bereavement.

## **2. PURPOSE AND OBJECTIVE**

The purpose of the policy is to:

- 2.1 Provide guidelines to deal with bereavement.
- 2.2 Support employees during bereavement.

## **3. LEGAL FRAMEWORK**

- 3.1 Public Service Regulation, 2001
- 3.2 Public Service Act, 1994
- 3.3 Basic Conditions of Employment Act, 1997

## **4. SCOPE OF APPLICATION**

This policy is applicable to all employees of the Department of Transport, Limpopo Province.



## 5. POLICY PRINCIPLES

- 5.1 **Fairness:** All employees in the Department should be accorded equal treatment during times of bereavement. However, the policy should take cognisance of the paramilitary nature of the funerals involving traffic officers.
- 5.2 **Wellbeing of employees:** There should be promotion of emotional and mental well-being of employees during the period of bereavement through support. The EWP section shall be responsible for bereavement counseling services for the affected family and colleagues.
- 5.3 **Solidarity:** The Department should adopt and maintain a passionate environment of solidarity in the workplace with observation of individual norms, values, religions and cultural diversities.
- 5.4 **Constitutional Rights:** There should be progressive realization of constitutional rights as an indication of care and concern by the employer.

## 6. POLICY PRONOUNCEMENT

Implementation of this policy will be guided by Batho Pele Principles and any other piece of relevant legislation.

## 7. ROLES AND RESPONSIBILITIES

### 7.1 EMPLOYER

#### 7.1.1 Memorial service

- 7.1.1.1 The affected Chief Directorate/District shall have a budget specifically for logistical arrangements (flowers, hiring of venue, snacks for employees and meals for the family members).

- 7.1.1.2 The affected Directorate/District shall inform the Communications Directorate to circulate an email to all users and the Human Resource Directorate shall assist with processing of the benefits.
- 7.1.1.3 There should be a formal message of support from the MEC or HoD of the Department. Communications Directorate should be responsible for this task. The affected Directorate/Sub Directorate/Institution shall liaise with Communications Directorate to provide the necessary information.
- 7.1.1.4 The General Manager/ District Senior Manager in charge of the Unit where the deceased was working or his/her delegate shall represent the Chief Directorate/District at the memorial service.
- 7.1.1.5 Colleagues within the Department may send formal written messages of condolences during the memorial services. Colleagues should utilise an official logo of DoT.
- 7.1.1.6 There should be a standard programme for the memorial service. The affected Chief Directorate /District shall liaise with Communications Directorate for the development of the programme.

## **7.1.2 Funeral**

- 7.1.2.1 The MEC/HoD and /or the designee shall represent the Department at the funeral. The affected Chief Directorate/District shall take the responsibility to purchase fresh flowers/wreath for the family of the deceased employee.
- 7.1.2.2 There should be a formal condolence message from the MEC during the funeral.

### 7.1.3 Transportation

- 7.1.3.1 The Department shall be responsible for the provision of transport to the memorial service and funeral. The affected Chief Directorate/District will liaise with the Directorate: Government Motor Transport for coordinated transport to the memorial services and funerals as long as the funeral is in the Republic of South Africa.
- 7.1.3.2 Special approval for subsidies/MMS and SMS schemes shall be sought from their respective chief Directorates/Districts for employees that would want to attend the funeral and memorial service. Employees should communicate amongst themselves on who should be utilising their vehicles in order for vehicles to be shared.
- 7.1.3.3 Employees shall utilise the provided common transport to the memorial and funeral services subject to the approval of the Head of Department or his/her delegate. MMS, SMS and subsidized vehicle users may be approved to utilize the arranged common transport. The affected Chief Directorate/ District shall make the necessary transport arrangements inclusive of approvals for transportation.
- 7.1.3.4 The Department may provide transportation for the family to the memorial service on condition that the family requires assistance. Family members to be conveyed should complete indemnity forms.
- 7.1.3.5 The affected Directorate/Unit at the District should be allocated a Government vehicle to assist the family with the funeral arrangements up until the funeral is finalised. The allocated vehicle will be driven by an authorized employee and under no circumstances will a family member be permitted to drive the allocated government vehicle. This has to be done within the scope of the Department's operation.



## **8. ACCOMODATION**

Departmental representatives may be accommodated if the funeral takes place more than 150 km away from their working place of residence.

## **9. FUNERAL SERVICE FOR TRAFFIC OFFICERS**

9.1 Traffic officers should be accorded a paramilitary burial. All the proceedings for the respective funeral shall be approved by the General Manager and or his/her delegate. The representative of the Department shall be allocated a Government vehicle or be permitted to utilise his/her subsidized/MMS/SMS scheme vehicle to attend the funeral on condition approval is being granted by the Head of Department or his/her delegate.

The Road Traffic Directorate shall make arrangements for officers who will be participating in the parade and all other officers who wish to attend shall utilise common transport to a 60 seater bus or more, subject to the approval of the Head of Department or his/her delegate.

9.2 The Road Traffic Directorate may engage the SAPS/SANDF for their band to perform at the funeral and shall bear the resultant costs.

## **10. INDIVIDUAL DONATIONS AND CONTRIBUTIONS**

10.1 Donations and contributions should be voluntary.

10.2 A minimum amount of R10 per employee may be contributed. Employees may still contribute more than R10 if they so wish.

10.3 Contributions should be mainly collected from Head Office or District wherein the affected employee was based.

10.4 Collection of money should be coordinated within the Chief Directorate/District affected.

10.5 Collected money should be available on the day of the memorial service.

## **11. DISPUTE RESOLUTION**

Any dispute arising from the provisions of this policy shall be dealt with in terms of the Department's dispute resolution procedure.

## **12. MONITORING AND EVALUATION**

12.1 Monitoring and evaluation of the programme will be a continuous process by the EWP Unit.

12.2 The Monitoring and Evaluation Unit will also track progress and policy achievement in terms of the objectives.

12.3 The EWP Unit in the Office of the Premier will also monitor and evaluate the effectiveness of the programmes.

## **13. REVIEW AND TERMINATION OF THE POLICY**

The policy will be reviewed every 36 months based on the comments and inputs from the stakeholders and it will be terminated upon the inception of the new policy.

## **14. DEFAULT**

Any third party who has a contractual relation with the Department and contravenes the provision of the policy will be dealt with in terms of the penalty clause of the agreement entered into by and between him/her and the Department. Employees who violate this policy will be disciplined in terms of measures contained in or published in one or more prescripts that are contained in the Legal Framework of this policy.

## **15. INCEPTION DATE**

The inception date of this policy will be within 30 days after the approval by the Executing Authority.

**16. ENQUIRIES**

Enquiries regarding this policy, should in the first instance be directed to EWP Unit.

**RECOMMENDED/NOT RECOMMENDED**

For approval  
\_\_\_\_\_  
\_\_\_\_\_

  
ACCOUNTING OFFICER

16/10/15  
DATE

**APPROVED/NOT APPROVED**

Approved  
\_\_\_\_\_  
\_\_\_\_\_

  
MEMBER OF EXECUTIVE COUNCIL

08/03/16  
DATE