



# LIMPOPO

**PROVINCIAL GOVERNMENT**  
REPUBLIC OF SOUTH AFRICA

**DEPARTMENT  
OF  
PUBLIC WORKS**

<b>Policy Name</b>	<b>Bereavement Policy</b>
<b>The revision/ version of the Policy</b>	<b>01</b>
<b>Domain</b>	<b>Employee Wellness Programme</b>

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## 1. ACCRONYMS

EH&W	Employee Health and Wellness
HOD	Head of Department
HR	Human Resource
MEC	Member of the Executive



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## **2. INTRODUCTION**

The Department of Public Works 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.

## **3. PURPOSE OF THE POLICY**

To ensure a uniform, fair and consistent approach in dealing with the -

- I. death of staff; as well as
- II. death of the immediate family members of staff (where relevant).

To ensure the following principles are adhered to: Equality, fairness, respect and compliance.

## **4. AUTHORITY OF POLICY**

This policy is authorized and issued by the Executive Authority of Public Works to employees (i.e. permanent and temporary) of the Department.

## **5. SCOPE AND APPLICATION**

This policy applies to all Department staff and their immediate family (as defined), contract workers and interns while employed by the department, to the extent provided for herein. This policy does not apply to consultants or contractors.

## **6. DEFINITIONS / ABBREVIATIONS**

### **Department:**

- I. The Department of Public Works Limpopo

### **Program:**

- II. Includes reference to a Unit, Sub-Unit or Section headed by GM in Head office or Senior Manager or Manager or deputy manager in Districts and cost centres.

### **Affected unit:**

- III. Section headed by (Senior Manager/ Manager/ Deputy Manager) which lost an employee through death.

### **Immediate family:**

- IV. Parents, spouse, life-partner, children, and parents-in-law.





**Staff** (also referred to as “employees”):

Any other person who in any manner assist in carrying on or conducting the business of an employer and is employed.

- i. Staff employed on a permanent basis
- ii. Staff employed on a fixed term contract; and
- iii. Learnerships / Interns in the department

## **7. POLICY PRONOUNCEMENT**

### **7.1 DEATH OF A STAFF MEMBER**

The unit/directorate/cost center manager concerned will be responsible to inform the EH&W and other Units whose services will be required as stated under item 9.2 below. The EH&W Unit will provide counseling to both the deceased’s colleague and family members.

### **7.2 DEATH OF THE IMMEDIATE FAMILY MEMBER OF STAFF.**

7.1. The Employee Health and Wellness Unit, upon being notified will provide emotional support to the concerned family members (based on assessment and consent from the employee).

7.1.2. No transport and accommodation will be provided for the death of the immediate family member of staff.

## **8. COMMUNICATION**

This policy will be communicated through awareness campaigns/ workshops by the unit Employee Health and Wellness and it shall be placed on the intranet.

## **9. GENERAL MEASURES FOR THE DEATH OF A STAFF MEMBER**

### **9.1 COORDINATING COMMITTEE**

(This will be at Head Office and District level respectively)

9.1.1 A Coordinating Committee will be established to ensure that all processes outlined in this policy are carried out as outlined. The Department through its Employee Wellness Unit/Section will facilitate the constitution of the Committee.

9.1.2: The duration of the committee shall be a minimum period of three years and the committee will meet once in a semester.

9.1.3 The Committee will comprise of representatives from HR., Employee Wellness, Communications, affected unit/program and Auxiliary Support at both Head Office and Districts level. Roles for each unit will be outlined to



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members and when an incident takes place, communication will be circulated as reminders of roles to the affected unit and relevant units. There will be no need to necessary meet for each and every incident that takes place. Relevant units will be well informed of their duties/roles.

- 9.1.4 The Committee is fluid, allowing for representatives to be alternated as and when the need may arise. The important aspect is that every critical unit should be represented.

When the incidence takes place, the affected unit should take a lead.

- 9.1.5 Roles: HR- assist the bereaved family with Benefits, Employee wellness-offer counselling (emotional support) to employees and family, communication unit-notify employees about death, coordinate memorial service program, affected branch-deals with program and relate with family on issues of memorial service and communicate memorial service issues with the unit communication, and delegates an official from the unit to collect condolences,; auxiliary services-organise transport issues and venue for memorial services (affected branch will request for this service in writing).

- 9.1.6 The committee will meet and identify challenges and come up with interventions to close challenges.

## **9.2 DEATH OF A STAFF MEMBER**

### **9.2.1 NOTIFICATION OF DEATH**

1. In the event of the death of a staff member, the affected Manager / supervisor must inform (HR:HO/District/cost centre) and HR officially inform communication Unit (HO/District/Cost) and HOD or District manager or Cost centre manager.
2. The Branch: Communications will in-turn liaises with HOD/District/Cost centre manager on assembling time and venue and informs District coordinator/ Cost centre manager and thereafter all staff.
3. An assembly will be convened by HOD/District Manager/Cost centre manager or delegated official to inform staff of the loss.

### **9.2.2 OFFICIAL DELEGATION**

1. An official delegation will be nominated, to pay a home visit to the immediate family of the deceased staff member within 48 hours of receipt of the notification of death, and, to represent the department at the staff member's funeral.





2. The HOD/District Manager/Cost centre manager or his/her delegation will nominate the delegation, with the program manager as part of the delegation.
3. Representative from the Employee Wellness Unit should form part of the delegation.
4. The delegation will comprise a maximum of 4 (four) department staff members.
5. All members of the delegation must obtain prior permission from their respective Supervisors / Managers.
6. Subject to sub-paragraph 2 above, other staff members who wish to accompany the delegation are required to liaise with the Program Manager (GM) as well as their Supervisors/Managers.
7. The delegation's transport and (one night) accommodation costs will be funded by the Corporate Services, if there is a need of accommodation.

### **9.2.3. ROLE OF EMPLOYEES**

1. Offer assistance in the form of giving a helpful hand in the proceedings / arrangements of the memorial service and funeral service, where required.
2. Contribute financially through condolences, towards the proceedings of the funeral. Contributing to condolences is voluntary.

### **9.2.4. BEREAVEMENT COUNSELLING**

#### **9.2.4.1. AFFECTED BRANCH / DEPARTMENT / UNIT**

In the event of the death of a staff member-

1. Within 48-72 hours of receipt of the notification of death, the unit Employee Wellness will make available its services for voluntary individual or group debriefing session (in case there is a need), to employees of the affected Program and all employees.
2. Where staff attached to the Unit/Section require additional support on an individual basis, Employee Wellness unit will provide the service as per the EAP policy.
3. Should further support be required, the Employee Wellness Unit will do assessment and referral (if necessary); preferable link the affected individual with other affordable service.

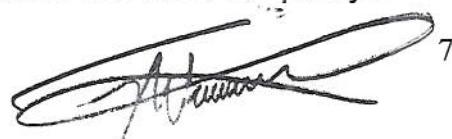
#### **9.2.4.2. AFFECTED FAMILY**

In the event of the death of a staff member -

9.2.4.2.1 The Employee Wellness Unit will provide emotional support for the family during the week of notification of death.

9.2.4.2.2 Initial contact will be established within 48 hours of receipt of the notification.

9.2.4.2.3 Therapeutic & counselling services should be in line with EAP policy.

A handwritten signature in black ink, appearing to be 'A. Kumar', is written over the bottom right of the page. To the right of the signature is a small number '7'.

### **9.2.5 MEMORIAL SERVICE**

- 9.2.5.1. A memorial service will be arranged by the affected Branch in collaboration with the unit Communications, after receipt of the family's permission.
- 9.2.5.2 The Communications unit will be responsible for the development of the memorial service program with the inputs of the affected unit.
- 9.2.5.3. The affected Branch will invite the belated staff member's immediate family members to the memorial service.
- 9.2.5.4. A 60 seater bus or government vehicles approved by the Head of department of his delegation will be provided for attending memorial service.
- 9.2.5.5. Officials who are in possession of subsidized motor vehicles may utilise their vehicles for the purpose of attending memorial and funeral services, only if permitted by the Head of department or his /her delegate.
- 9.2.5.6. Additional family members may however attend the memorial service at their own cost.
- 9.2.5.7. Venue for the memorial service should be near the work station, e.g. for Head office staff it should be at Polokwane, District based staff, relevant District; cost centre based staff, should be the cost centre.

### **9.2.6 CONDOLENCES**

- 9.2.6.1. The affected Branch will nominate individual/s who will be responsible for collecting condolences from staff. Condolences are voluntary.

### **9.2.7 TRANSPORT FOR STAFF TO THE FUNERAL**

- 9.2.7.1. A 60 seater bus or government vehicles approved by the Head of Department or his delegation will be provided for attending memorial service and funeral.
- 9.2.7.2. Officials who are in possession of subsidized motor vehicles may utilise their vehicles for the purpose of attending memorial and funeral services, only if permitted by the Head of Department or his /her delegate.

### **9.2.8. ACCOMMODATION FOR STAFF TO THE FUNERAL**

- 9.2.8.1. Accommodation approved by Head of Department or his delegation will be provided for attending funeral for the officials who are transported by the department to attend, if necessary, depending on distance in Kilometres.





### **9.3 PASSING OF A STAFF MEMBER'S IMMEDIATE FAMILY MEMBER**

#### **9.3.1 NOTIFICATION OF DEATH**

9.3.1.1 In the event of the death of a staff member's immediate family member, the affected unit shall inform unit Communications in writing, which with permission of the affected staff member, will issue a notification to all staff.

9.3.1.2. The affected employee may voluntarily refer herself /himself to the unit employee wellness for emotional support.

9.3.1.3. No transport will be provided to attend memorial service or funeral for employee's immediate family member.

#### **9.3.2 BEREAVEMENT COUNSELLING AFFECTED STAFF MEMBER**

The EAP Policy will be implemented based on the consent of the bereaved employee.

#### **9.3.3. RESOURCES PROVIDED BY THE EMPLOYER DURING DEATH OF AN EMPLOYEE/STAFF MEMBER**

9.3.3.1. Transport

9.3.3.2. Venue for memorial service

9.3.3.3. Services of EAP, HRM and other units which form part of the committee.

### **10. LEAVE ARRANGEMENTS**

Leave arrangements will be taken as per leave policy only for registered participants.

### **11. INCEPTION DATE**

The inception date of this policy is a day after the approval.

### **12. POLICY AMENDMENT AND REVIEW**

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

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### 13. ENQUIRIES

Enquiries with regard to any matter relating to this policy will be directed to the Employee Health and Wellness Unit.

Approved by



EXECUTIVE AUTHORITY

25/07/13  
DATE