BEREAVEMENT POLICY FOR 2026/2027 FY

APPROVED BY:

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MUNICIPAL MANAGER

DATE: 22/06/2026

APPROVED BY:

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EXECUTIVE MAYOR

DATE: 22/06/2026

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1. POLICY BACKGROUND

This policy is meant to show empathy towards employees and councillors experiencing loss of close family members or employees and councillors themselves.

2. POLICY PURPOSE

To ensure a uniform, fair and consistent approach in dealing with the death of councillors, staff members as well as death of their immediate family members.

3. DEFINITIONS

Terminology used in this policy shall mean the same original context

4. APPLICATION AND SCOPE

This policy shall apply to all employees and councillors including interns of the Mbhashe Local

Municipality.

5. LEGISLATIVE FRAMEWORK

a) Constitution Act 108 of 1996
b) Basic Conditions of Employment Act
c) Occupational Health and Safety Act No.85 of 1993 as amended.

6. POLICY PROCEDURE

6.1 Death of a Councillor and Staff member

a) The Unit, Department or relevant manager will be responsible to inform the Corporate Services Department and the office of the Municipal Manager about the death.
b) In case of a councillor, the office of the Speaker will inform the Corporate Services Department and inform Communications office.
c) The municipality will only provide transportation for employees for home visits, with priority given to the affected department and other employees attending funerals.
d) The delegation numbers will be recommended by Senior Managers and approved by the Municipal Manager and the Speaker in the case of councillors.
e) All delegates must receive recommendations from their Senior Managers.

f) When the funeral is within official working days, an employee who wishes to attend the funeral shall sign a leave request.

g) A municipal transport, approved by the relevant Senior Manager may be made available for up to 15 family members to attend the memorial service.

h) The affected department together with the HR Section must coordinate all logistical arrangements pertaining to memorial service and funeral arrangements and must see to it that transport is provided and approved by the relevant Senior Manager.

6.2.1 DEATH OF THE IMMEDIATE FAMILY MEMBER OF COUNCILLOR AND STAFF

The Corporate Service Department shall be responsible for coordination of memorial service. The office of the Speaker will form part of coordination in case of death of a councillor.

The Corporate Service Department, upon being notified, will provide psychological support to the concerned family members (based on assessment and consent from the employee)

Transport may be provided for the death of the immediate family member of Councillor and staff but not accommodation.

6.2.2 MEMORIAL SERVICE

A memorial service will be arranged by the affected Department in collaboration with the Communication unit on receipt of the family permission.
A municipal transport, approved by the Senior Manager Corporate Services will be made available for up to 14 family members to attend the memorial service. Additional family members may however attend the memorial service at their own costs.

Venue for memorial service should be near the workstation where the employee was working.

6.3 Bereavement Counselling

The CEAP will serve as basis for counselling affected councillor or staff member.

7. IMPLEMENTATION

This policy shall be effective from 01st of July.

8. POLICY REVIEWAL

This policy shall be reviewed on an annual basis