

BEREAVEMENT POLICY



APPROVED BY:

MR M NAKO
MUNICIPAL MANAGER
DATE: 03/08/2020

APPROVED BY:

CLLR JANDA
EXECUTIVE MAYOR
DATE: 03/08/2020

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- d) All delegates must receive pre-approval from their HoD's.

6.5 Memorial Service

- a) A memorial service will be arranged by the affected department in collaboration with the communication unit on receipt of the family permission.
- b) The communication unit will be responsible for the development of the memorial service programme with inputs from the affected department and family.
- c) The affected department will invite the belated staff member's immediate family to the memorial service.
- d) A municipal transport, approved by the Senior Manager: Corporate Services will be made available for up to 30 family members to attend the memorial service.
- e) Additional family members may however attend the memorial service at their own costs.
- f) Venue for memorial service should be near the workstation where the employee was working, eg. Dutywa for Dutywa employees and vice versa

6.6 Condolences

- a) The affected department will nominate individuals who will be responsible for collecting condolences from Councillors and Staff, condolences are voluntary

6.7 Transport to funeral

- a) A municipal transport may be provided depending on availability for attendance of funeral.

6.8 Bereavement Counselling

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

7. GENERAL POLICY PROVISIONS

Policy applies to all employees of Mbhashe Local Municipality excluding EPWP employees as regulated by Ministerial Determination of EPWP

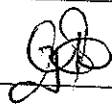

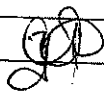

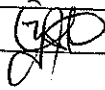
8. PROCEDURES FOR IMPLEMENTING POLICY

The Municipality will implement the policy and apply remedial actions in line with the outlined processes

9. POLICY GOVERNANCE

Mbhashe Local Municipality BEREAVEMENT POLICY

1. POLICY GOVERNANCE

Policy Title	BEREAVEMENT POLICY	
Policy Version		
<u>Role & Process</u>	<u>Responsible Individual Name and/or Date</u>	<u>Responsibility Accepted Signature</u>
Senior Manager Corporate Services	Ms N. Mahlati- Nkuhlu	
Policy Custodian		
Policy Author		
LLF Consultation Date	3 July 2020	
LLF Consultation Reference		
Council Approval Date	30 July 2020	
Council Approval Reference		
(UNIT) eg. Manager Human Resources	N. Hanise	
Policy Approved		
Policy Inception Date	3 August 2020	
Review Start Date		
Review Completion Date		
Legislative References		
Policy Review "Triggers"		
Comments		