



POLICY OF MOGALE CITY LOCAL MUNICIPALITY 2025-2026

DOCUMENT MANAGEMENT

Document Name	Bereavement Policy
Ownership	1. Council; 2. Executive Mayor; 3. Municipal Manager; 4. Executive Manager; 5. Manager: Human Management
Custodian	Assistant Manager: Employee Wellness Services
Effective Date	
Approval Date	

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1. EXECUTIVE STATEMENT

Losing a loved one is never easy, and the outpouring of support from friends and family during a funeral can be a great source of comfort, similarly as a caring employer, MCLM acknowledges that its most valued capital (Human Capital) would from time to time exchange the mortal for immortality. It is for this reason MCLM seeks to create a policy that would dictate a supportive environment for its employees and their immediate family members during the trying period of bereavement.

2. INTRODUCTION

The passing of individuals in workplaces is inevitable, it is an occurrence that invariably happens at the worst of times, and this does impact the organizations negatively. It is in the development of this bereavement policy that would hopefully create a practical standardized framework. This aims to provide practical and a uniform source of reference in the event of the passing of an employee or their immediate family member.

2.1 Policy Objectives

- 2.1.1 To determine equal support for a bereaved employee in case of death of his or her immediate family.
- 2.1.2 To determine the extent of support provided to the family of the employee in the event an employee is deceased.
- 2.1.3 To relieve the emotional burden an employee has to bear during bereavement.
- 2.1.4 To provide guidelines according to which the support is to be rendered by the Municipality.
- 2.1.5 To enhance social cohesion between the municipality and the community.

3. LEGISLATIVE FRAMEWORK

- 3.1. Constitution of the Republic of South Africa, 1996 as amended.
- 3.2. Basic Conditions of Employment Act and Regulations Act 75 of 1997
- 3.3. Local Government: Municipal Systems Act 32 of 2000 as amended.
- 3.4. Local Government: Municipal Financial Management Act 53 of 2003.
- 3.5. Occupational Health and Safety Act 85 of 1993.

- 3.6. Labour Relations Act 66 of 1995 as amended.
- 3.7. Batho Pele Principles
- 3.8. Should this policy conflict with any legislation or regulation, in which case, such will prevail to the extent of the inconsistency.

4. ABBREVIATIONS AND DEFINITIONS

4.1 Abbreviations

ABBREVIATION	MEANING
MCLM	Mogale City Local Municipality
EWSBC	Employee Wellness Service Bereavement Committee
HCM	Human Capital Management
CC&CC	Corporate Communications and Customer Care
EWS	Employee Wellness Services
HCA	Human Capital Administration
EPWP	Expanded Public Works Programme
CWP	Community Works Programme

4.2 Definitions

For the purpose of this policy, the following definitions apply:

TERM	DEFINITIONS
STAFF	Also refers as employee
IMMEDIATE FAMILY	Employee 's spouse or life partner (with proof of living together at the same address), parents, adoptive parents, grandparents, children, siblings, legally adopted children, grandchildren and parents in-law
BEREAVEMENT	Means the loss of an employee and/ or immediate family member through death
MEMORIAL SERVICE	A ceremony of religious worship to commemorate the employee who just passed on before the burial of such employee.

TERM	DEFINITIONS
Employee	Any Mogale City Local Municipality employee, excluding an independent contractor, who works for another person or for the State and who receives, or is entitled to receive, any remuneration
Loss	The feeling of grief after losing someone or something of significance
Grief	The natural adjustment to loss and change which can involve strong emotional psychological, physical and spiritual reactions
Spouse	A partner in a civil marriage, or a customary union in terms of the laws of the Republic or persons who are in a partnership recognized as a marriage by any religion

5. SCOPE AND APPLICABILITY

The Bereavement Policy will apply to all permanent, contract, and the fixed term employees, Political Office Bearers, **but will** exclude EPWP, CWP, and employees who died while on unauthorised leave or abscondment.

6. ROLES AND RESPONSIBILITIES

ROLE	RESPONSIBILITIES
Municipal Council	Approves the policy as per Section 152 of the Constitution
Municipal Manager	Authorise the implementation of the approved Bereavement Policy
Senior Managers	Oversee the implementation of this Policy within their respective portfolios or individual line Departments they are responsible for
Managers and Assistant Managers	Ensure the implementation of the policy in their respective divisions. During a death of a staff member the relevant manager will be responsible to inform the EWS and other departments whose services will be required as stated above.
Human Capital Management	(i) Human Capital Recruitment and Administration will assist the bereaved family with death benefits/claims

	<p>(ii). The Employee Wellness Services (EWS) sub-division will provide counselling to both the deceased's colleagues and family members.</p> <p>(iii). The EWS sub-division will facilitate the constitution of the committee.</p>
Corporate Administration	Auxiliary Service organise transport issues and venue for the memorial services, (affected department/division/sub-division will request for this service in writing).
Corporate Communications and Customer Care	Will be responsible for notifying employees about the death of an employee through internal communication avenues.
Departments/divisions/sub-divisions	<ol style="list-style-type: none"> 1. The affected department/division/sub-division will delegate an official to collect monetary/or in-kind condolences. 2. The affected department will coordinate memorial service programme and will deal with the programme and relate to the family on issues of memorial service. 3. The department will work in collaboration with coordinating committee, to implement 1 and 2 above. 4. Encourage employees to voluntary contribute financially or otherwise for condolences.
Coordinating Committee	Will be responsible for all logistical arrangements of the memorial services.
Biodiversity	Provision of flowers and or decorations for the memorial services.

7. POLICY CONTENT

7.1 Bereavement Coordinating Committee

- 7.1.1 Bereavement Coordinating Committee will be established to ensure that all processes that are outlined in this policy are carried out as out. The Employee Wellness Services (EWS) sub-division will facilitate the constitution of the committee.
- 7.1.2 The duration of the committee shall be a minimum period of three years and the committee will meet once a month and provide the minutes and a report to the EWS Sub-division.
- 7.1.3 The Committee will comprise of representatives from EWS, HCM, Marketing and Communications, DIEM and Community Development Services. Roles for each representative will be outlined to members and when and incident takes place, communication will be circulated as a reminder to the affected sub-division and relevant sub-divisions.

7.1.4 The committee should be flexible, allowing representatives to alternate as and when the need may arise. The profound aspect is that every critical department should be represented.

7.1.5 The affected department should take a lead when the incident take place.

7.2 Notification of Death

7.2.1. In the event of the death of a staff member, the affected manager/supervisor must inform HCM and officially inform CC&CC division.

7.2.2. The manager of the respective division will delegate an official to inform the staff about the loss.

7.2.3. CC&CC will liaise with the coordinating committee for logistics on memorial service and or funeral service.

7.3 Memorial Service Arrangements

7.3.1 A memorial service will be arranged by the affected department in collaboration with the coordinating committee, after obtaining the consent of the family.

7.3.2 The coordinating committee will be responsible for the following:

7.3.2.1 Venue

7.3.2.2 Individuals from the affected department may voluntarily contribute to the costs of refreshments/light meals for the bereaved family.

7.3.2.3 Transport may be provided to the family to attend memorial service at the sole discretion of the Municipal Manager.

7.3.3 Additional family members may however attend the memorial service at their own cost.

7.3.4 Venue for the memorial service should be near the place of employment that which will allow staff and other employees to attend.

7.4 Funeral Arrangements

7.4.1 Official Delegation

7.4.1.1. The affected department/division will nominate a delegation of not more than 16 officials to represent the municipality at the funeral.

7.4.1.2 Other staff members who wish to attend the funeral should provide their own transport at their own costs.

7.4.1.3 The nominated delegation's transport and (a night) accommodation costs will be funded by Corporate Support Services if there is a need of accommodation.

7.5 Transport Arrangements

7.5.1 6-seater minibus or municipal vehicles approved by the Executive Manager for his/her delegation will be provided for attending funeral service. The cost for transportation should not exceed R20,000.00.

7.5.2 Officials who are in possession of subsidized motor vehicles may utilise them for purpose of attending the memorial and funeral services per the permission of the Executive Manager or his/her delegate.

7.5.3 The delegation referred to in clause 7.4.1 above will be required to sign an indemnity form.

7.6 Establishment of the Bereavement Coordinating Committee

7.6.1 Bereavement Coordinating Committee will be established to ensure that all processes that are outlined in this policy are carried out.

7.6.2 The duration of the committee shall be a maximum period of five (5) years and the committee will meet once a month and provide the minutes and a report to the EWS Sub-division.

7.6.3 The committee will comprise of EWS Officials, Chaplain and representatives from all departments.

7.6.4 The committee should be flexible, allowing representatives to alternate as and when the need may arise.

7.6.5 The affected department should take a lead when death occurs.

8. BEREAVEMENT COUNSELLING

8.1 In event of the death of a staff member:

- 8.1.1 EWS will be contacted immediately after passing away.
- 8.1.2 Within 48-72 hours of receipt of the notification of death, the sub-division Employee Wellness Services (EWS) will make available its services for voluntary individual or group debriefing session (in case there is a need), to employees of the affected division/department.
- 8.1.3 Should further support be required, the Employee Wellness Sub-division will do assessment and referral (if necessary).

8.2 Immediate Family Members

- 8.2.1. In the event of the death of a staff member
- 8.2.2. The EWS will provide counselling to the family during the week of notification of death.
- 8.2.3. Initial contact will be established within 48 hours of receipt of the notification.
- 8.2.4. Debriefing will be provided by EWS where necessary.

9. TIME OFF

- 9.1. All employees attending the funeral that is outside the province shall be granted time off (half a day) at the discretion of the Municipal Manager and taking into account operational requirements.

10. IMPLEMENTATION OF THE POLICY

The implementation of the Bereavement Policy shall be effective from the day of approval by the Council or immediately after being signed by the Municipal Manager.

11. FINANCIAL IMPLICATIONS

- 11.1. The implementation of the Bereavement Policy has financial implication for the municipality.
- 11.2 Implementation of some of the provisions of the Bereavement Policy shall be subject to the financial viability of the municipality.

12. MONITORING AND EVALUATION OF THE POLICY

- 12.1 WES Division within the HCM Department shall monitor and evaluate the implementation and compliance to the Bereavement Policy.

12.2 No deviation to the Bereavement Policy is permitted.

13. COMMUNICATION

The Bereavement Policy shall be communicated by HCM to all municipal employees using the full range of the communication methods available to the municipality.

14. HUMAN RESOURCES IMPLICATIONS

The Human Resources Department should identify the number of paid and unpaid bereavement days available, distinguishing between immediate and extended family members. Clearly explain how to submit requests for bereavement leave and what documentation is needed.

15. COMPLIANCE

Any contravention to this policy shall be construed as misconduct and disciplinary steps can be taken against perpetrators subject to wrongdoing uncovered after the investigation. Any employee or supervisor who is suspected to have abused, fraudulently and/or corruptly benefited from the Policy will be subjected to investigation and disciplinary process.

16. POLICY AMENDMENT AND REVIEW

The Policy shall be reviewed every second year and revised if necessary and/or in between if there is any change in legislation that directly affects the Policy.

17. APPROVAL

Municipal Manager	Mr. Makhosana Msezana
Signature:	
Date approved:	
Effective Date:	