



Department of Public Works, Roads and Transport
MPUMALANGA PROVINCIAL GOVERNMENT

BEREAVEMENT POLICY

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12

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ABBREVIATIONS

DPSA	Department of Public Service and Administration
HRP&A	Human Resource Practices and Administration
EHWP:	Employee Health & Wellness Programme
PSA	Public Service Act, 1994, (Act No. 76 of 1998)
PSR	Public Service Regulations, 2016.
SMS	Senior Management Services

DEFINITIONS

Accommodation Expenditure	Means	expenditure in respect of lodging, meals, non-alcoholic beverages taken with meals, dry-cleaning, laundering and parking;
Accounting Officer	Means	a person mentioned in Section 36 of the Public Finance Management Act, 1999 (Act No.1 of 1999) and includes any person acting as the Accounting Officer;
Department	Means	Mpumalanga Provincial Department of Public Works, Roads and Transport;
Dependants	Means	members of an employee's immediate family, excluding domestic workers;
Employee	Means	Everyone employed by the Department under the Public Service Act, 1994 (Act No. 103 of 1994);
Employee's Immediate Family	Means	it includes an employees' spouse, children (including adopted) parents, adoptive parents, or siblings
Family members	Means	An employee's spouse/partner, parent, adoptive parent, child, adoptive child and siblings
Supervisor	Means	First line supervisor of the affected employee.



1. INTRODUCTION

The Department recognizes that the death of an employee and or an immediate family member is traumatic event that affects the lives of employee and may impact negatively on the emotional well-being of those affected. In such cases there is a need to respond appropriately to assist affected employee(s) in a well thought through and regulated way that show support and care for the employees. The Department as a caring employer seeks to create a supportive working environment for its employees (whether male or female with disabilities) and their immediate family members during times of bereavement.

2. PURPOSE

- 2.1. To provide emotional support as well as practical and uniform measures through which the Department will assist those employees who have lost their loved ones;
- 2.2. To build a caring environment in the Department;
- 2.3. To give clear guidelines on what needs to be done when an employee or immediate family member dies and;
- 2.4. To provide guidelines for the administering of the bereavement in line with family responsibility leave programme;

3. REGULATORY FRAMEWORK

- 3.1. Public Service Act, 1994 (Act No. 103 of 1994);
- 3.2. Public Service Regulations, 2016;
- 3.3. Public Service Co-ordinating Bargaining Council (PSCBC) Resolution 3 of 1999;
- 3.4. Determination on Leave of Absence in the Public Service
- 3.5. The promotion of Equality and Prevention of Unfair Discrimination Act 4 of 2000
- 3.6. Government Employee Pension Funds, Guide Lines and Benefits 2003.
- 3.7. Government Motor Transport Handbook, 2019



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4. SCOPE OF APPLICATION

This policy is applicable to all employees appointed in the Department in terms of the Public Service Act, 1994, including all other types of employees (i.e. contracted employees, all types of learnership {learnership programmes for employment opportunities only} and Internship Programmes).

5. POLICY STATEMENT

The Department is committed to render support to a bereaved employee in case of death in his or her immediate family and determine the extent of support provided to the family of the employee in the event of his or her death.

5.1. Policy Principles

The following principles inform the development and implementation of this policy:

5.1.1. Humanity (Ubuntu)

This policy is designed with utmost humanity, providing compassionate support and resources to individuals who have experienced loss.

5.1.2. Consistency

This policy ensures that every employee receives the same level of care and support during their time of grieving, maintaining consistency across the Department.

5.1.3. Transparency

Department strive to be transparent with this policy, openly communicating the eligibility criteria, benefits, and available resources to all employees.

5.1.4. Diversity

This policy recognizes and respects the diverse needs and cultural practices related to mourning, accommodating different religions and beliefs with understanding and sensitivity.



5.1.5. Uniformity

This policy follows a consistent set of guidelines and procedures, ensuring that each employee is treated fairly and receives benefits on their time of loss.

5.1.6. Confidentiality

Department prioritize confidentiality when implementing this policy, respecting the privacy of individuals and maintaining the confidentiality of sensitive information related to their bereavement leave.

5.2. Bereavement committee

5.2.1. The Accounting Officer shall appoint five (5) bereavement committees, one in Head Office and one in each district.

5.2.2. This Head Office committee comprises of representatives from all Chief Directorate.

5.2.3. In case of Districts, the committee will comprise of a representative from each Cost Centre, Employee Health and Wellness, Human Resource Management & Development, Building Maintenance, Roads Maintenance, EPWP, Transport Operations, GMT, Security, Finance and Property & Facility Management.

5.2.4. The term of office for the bereavement committee shall be three consecutive financial years and will be subjected to annual review.

5.3. Death of an Employee

5.3.1. The Department shall consider the wishes and cultural background of the bereaved family when dealing with the death of an employee.

5.3.2. In the event of death of an employee, it is assumed that the bereaved family will inform the Department or immediate Supervisor.

5.3.3. The relevant Branch or sub-directorate (in case of districts) will, on behalf of the Department, send a message of condolence to the bereaved family soon after receiving the news.

5.3.4. The Head of Branch or sub-directorate (in case of districts) must inform the Head of Human Resource Practices and Administration (HRP&A) unit (preferably in writing) so as to ensure that all procedures and processes are followed but more importantly to get

HRP&A involved in terms of conveying information regarding possible benefits payable and the documentation required for these to be paid.

- 5.3.5. The same Head of Branch or sub-directorate (in case of districts) must send out a notification through Communication Unit to inform all staff members about the death of a colleague including the arrangements regarding the paying of respect to the family by staff members, prayer session, memorial service and date of the funeral. ✓
- 5.3.6. The Department will then pay a family visit to the bereaved family on a day agreed upon.

5.4. Memorial Service

- 5.4.1. The head of branch or sub directorate in case of the districts through the bereavement committee shall sought a permission to hold a memorial service from the Accounting Officer/District Head.
- 5.4.2. The Department through the Bereavement Committee will arrange the memorial service for employees to attend in case of death of an employee.
- 5.4.3. This will be done in consultation with the bereaved family and Directorate or sub-directorate (in case of districts).
- 5.4.4. The Directorate or sub-directorate (in case of districts) of the deceased will compulsorily arrange a memorial service for the deceased, and it is encouraged that the majority of employees especially within Directorate or sub-directorate (in case of districts) of deceased employee to make an effort to attend including management.
- 5.4.5. Any other interested employees will personally incur the cost of attending the funeral.
- 5.4.6. The Department must at all times take the different cultural and religious practices into consideration when interacting with the families.
- 5.4.7. Attendance of the memorial service by employees including management is voluntary, however employees are encouraged to support this service.
- 5.4.8. Duration of the memorial service must not exceed two (2) hours and the memorial service can be held on any day of the week.

5.4.9. Discretion to extend may be granted to Management depending on the proximity between work and place of memorial service.

5.5. Use of State Vehicles Upon Death of an Employee

5.5.1. Approved State vehicles can be utilized by two employees nominated to represent the Department at a memorial service and funeral.

5.5.2. Nominated employees who have subsidised vehicles will utilise their vehicles officially to perform all memorial and funeral functions, and all trips will be regarded as official trips.

5.5.3. For the memorial service, the Fleet Logistics sub-directorate or Financial Management in case of the district will ensure that transport (mini bus and/or a sedan) is made available to transport employees and bereaved family where necessary.

5.5.4. For all employees who will be attending the funeral or a memorial service, transport may be made available on request. This should be based on the availability and as approved by the Accounting Officer or District Director or his/her delegate.

5.5.5. The maximum of ten (10) nominated employees to represent the Department at the funeral of deceased employee(s) will be regarded as on official duties.

5.5.6. A Departmental choir may be provided with transport to and from the venue of the memorial service or funeral, provided the choir is going to perform, and there are enough resources.

5.6. Funeral Service Official other than a Member of Transport Inspectorate

5.6.1. In the event where an employee will be buried outside the province, only maximum of ten (10) nominated employees shall attend the funeral.

5.6.2. In case where the distance is more than 500km from the office and where it will not be economical to use land transport, a maximum of two (2) employees may fly to represent the Department.

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- 5.6.3. The maximum of ten (10) nominated employees to represent the Department at the funeral of deceased employee(s) will be regarded as on official duties.
- 5.6.4. The cost of accommodation for maximum of two nights only shall be for the budget of the affected Programme.
- 5.6.5. The Department shall provide transport and accommodation for the nominated employees in line with the approved Subsistence & Travel Policy.
- 5.6.6. All nomination shall be done by the Head branch or district head in case of the districts and in line prescribed guidelines.

5.7. Funeral Service of an official who is a member of Transport Inspectorate

- 5.7.1. In the case of Transport Inspectorate officers, because of the nature of their work and employment conditions, their funerals will be conducted in a semi military style, as per the prescribed guidelines.
- 5.7.2. Official transportations to attend the funeral or memorial service must be approved by Accounting Officer or delegated authority or relevant District Head for travels within this province.

5.8. Family Responsibility Leave

- 5.8.1. In the event of death of an immediate family member (the employee's spouse/partner, parent, adoptive parent, child, adoptive child, and siblings) an employee is allowed to take family responsibility leave as provided for in the Determination on Leave of Absence, on condition that the death certificate or a certified copy of a death certificate is submitted.

5.9. Voluntary Contributions

- 5.9.1. It will be deemed appropriate in the event of a death of an employee to circulate a list requesting voluntary contributions.
- 5.9.2. Where an employee has lost a family member (spouse, child, siblings or parents) contributions may be collected from the co-employees of the relevant Chief Directorate only or sub-directorate in case of the district.
- 5.9.3. If colleagues from other Chief Directorate or sub-directorate in case of the district wish to make contributions, this will be done voluntarily.

5.9.4. The designated employee on or before the funeral shall hand over the total collected from the contributions to the family.

5.10. Wreaths or Flowers

5.10.1. Where an employee has passed away, the Chief Directorate or sub-directorate in case of the District may send a wreaths or flowers to the family on behalf of the Department.

5.10.2. An amount of R1000 is capped for this purpose and petty cash may be utilized.

5.10.3. The amount will come from the budget of the Programme concerned. This amount may be reviewed annually on the 01st April.

5.11. Counselling

5.11.1. The Employee Health and Wellness Programme (EH&WP) is responsible for providing crises intervention, trauma debriefing and counselling to the employee and immediate family members when incidents of this nature occur.

5.11.2. All employees attached to the affected Programme/Unit/Section may attend a voluntary group debriefing session, which will be facilitated by EH&WP.

5.11.3. Should additional support be required, on an individual basis, an assessment will be made by EH&WP.

5.12. Death due to Injury on Duty

5.12.1. Compensation for Occupational Injuries Diseases Act will be applied.

5.12.2. The documentation will be forwarded to the Department of Employment and Labour to determine the benefits applicable in terms of the Compensation for Occupational Injuries Diseases Act.

5.12.3. The determination of the benefits is at the discretion and prescripts of the Department of Employment and Labour.

6. ROLES AND RESPONSIBILITIES

6.1. All Employees

6.1.1. All employees in the Department must be responsible for ensuring compliance and properly execute their duties in line with the implementation of this policy and;

6.1.2. Attend the memorial service and where possible and the funeral

6.2. Immediate family

6.2.1. As soon as they are ready to communicate the death to the Directorate or sub-directorate in case of the districts.

6.2.2. Communicate any family needs including the cultural and spiritual beliefs, and

6.2.3. Participate during the memorial service.

6.3. Bereavement Committee

6.3.1. The bereavement committee will coordinate bereavement arrangements on behalf of any affected Chief Directorate or sub-directorate in case of the District.

6.3.2. The committee will ensure that all processes outlined in this policy are complied with in respect of each death notification received.

6.3.3. Maintain contacts with relevant stakeholders, such as family members, funeral homes and support services and

6.3.4. Respond to enquiries and provide information to concerned the bereavement and all logistical arrangements of the memorial and funeral service.

6.4. Human Resource Practices and Administration

6.4.1. The Service Conditions sub-directorate is a point of entry for all bereavement issues, therefore HRP & A unit shall be responsible for the coordination of the bereavement committee in all workstations (Head Office and all District).

6.5. The Communication Directorate

6.5.1. Serve as the focal point for all communication related to the bereavement.

6.5.2. Liase with all Directorates and Districts to ensure effective communication

6.5.3. Create and distribute relevant communication materials such as announcement notices and flyers in all platforms.

6.6. Fleet Logistics Sub-directorate

6.6.1. Manage transportation needs during meetings, memorial and funeral services.

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6.6.2. Ensure that provided vehicles are properly maintained, fuelled and in good working conditions

6.6.3. Provide support and transport if needed for bereaved employees or families in line with approved policies.

6.7. Employee Health and Wellness Directorate

6.7.1. Provide emotional support to the affected employees and immediate family members

6.7.2. Provide counselling session where needed

6.7.3. Administrative support in relation to all legislation compliance i.e. IOD and other related services.

6.8. Immediate Supervisor

The Supervisor of the employee shall:

6.8.1. Ensure that a message of condolence is sent to the employee and his /her family a day after receiving the news.

6.8.2. Notify all employees about the bereavement of their colleague and arrange a visit by fellow employees to pay respect. Interested employees may accompany the unit of the deceased, provided proper arrangements are made between the respective supervisors and the employees.

6.8.3. Where the funeral of a family member takes place during normal working hours, employees may be allowed to attend and represent the Department taking into account the service delivery requirements of the Department.

6.9. Accounting Officer

The Accounting Officer is responsible for the effective and efficient implementation of this policy as part of internal controls within the Department

7. MONITORING AND EVALUATION

The HRP&A Section must monitor and evaluate the implementation of this policy.

8. POLICY REVIEW

The policy must be reviewed every three years or as and when there are changes in legal frameworks, organizational developments, political and economic trends.

9. DEVIATIONS

Any deviation from this policy must be subject to the approval of the Accounting Officer.

10. IMPLEMENTATION DATE

This policy must come into effect from the date of approval by the Accounting Officer.

11. APPROVED



MC MORO

HEAD: PUBLIC WORKS, ROADS AND TRANSPORT

DATE 07 | 04 | 2024.