

PIXLEY ka SEME DISTRICT MUNICIPALITY



BEREAVEMENT POLICY

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1. Definition of bereavement leave

Bereavement leaves also called compassionate leave is leave intended to assist employees when there is death in the employee's immediate family or household.

2. Purpose

The purpose of the policy is to provide guidelines for the administering of the bereavement and family responsibility leave programme.

3. Application

- 3.1 The policy will apply to all employees that have been in the employment of Pixley Ka Seme District Municipality for at least four (4) months or longer.
- 3.2 Pixley Ka Seme District Municipality shall provide employees during each annual leave cycle at the request of an employee, a total of five (5) days paid leave of absence upon the death and funeral of any of the following family members:
 - Spouse, life partner, including common-law or same sex spouse
 - Employee's parents
 - Adoptive parents
 - Grand parents
 - Child
 - Adopted child
 - Grand child
 - Siblings i.e.: Brother and Sister (Concise Dictionary)
- 3.3 If the death of a family member occurs during an employee's vacation, the employee will be granted bereavement leave with pay and the vacation credits will be restored.
- 3.4 Bereavement leave must be taken between the day of death and the funeral service.
- 3.5 Transport will be provided to employees that want to attend the funeral service.
- 3.6 The employer will not provide for any subsistence and travelling costs related to this policy.

- 3.7 An official/councillor may claim for an advance on his/her salary to assist with the funeral arrangements, this advance on salary will be deducted once off during the following month.

4. Implementation

- 4.1 The Human Resource Division off the municipality will be responsible for the coordination of all the activities related to the implementation of this policy.
- 4.2 To benefit from these policy employees will be expected to submit to the employer certified copies of the death certificate and any other document that may be deemed necessary by HR division.
- 4.3 **IT IS THE RESPONSIBILITY OF THE BEREAVED OFFICIAL TO INFORM THE MUNICIPALITY, THROUGH THE HUMAN RESOURCE DIVISION, ABOUT THE BEREAVEMENT.**

EXECUTIVE MAYOR:

A handwritten signature in black ink, appearing to read 'H. M. M.', is written over a horizontal line.

DATE REVIEWED:

14 AUGUST 2023

RESOLUTION:

R 2023-08-30(8.2.1)

DATE APPROVED:

16 MAY 2024

RESOLUTION:

R 2024 – 05 – 16 (9.8)

