

2018

**DEPARTMENT
SPORT ARTS
AND
CULTURE**



**POLICY AND GUIDELINES ON THE
MANAGEMENT OF STAFF BEREAVEMENT
2018-2020**

Ray
APRIL 2018

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1. INTRODUCTION

The focus of this policy is primarily in relation to the death of an employee, and or the death of an immediate family member of an employee. It is imperative that the DSAC responds appropriately to the loss, and sensitively supports the bereaved.

2. OBJECTIVE

The purpose of this policy is to bring together a common best practice approach to ensure that staff is provided with relevant and appropriate support during a state of bereavement or loss.

3. DEFINITIONS OF TERMS

3.1 **DSAC** refers to Department of Sport, Arts and Culture

3.2 **EHWP** refers to Employee Health and Wellness Programme

3.3 **District Offices** refers to all or any one of the Departments outlying district offices, namely (ZF Mcgawu, Frances Baard, Namakwa, Pixley ka Seme and John Taolo Gaetsewe)

3.4 **Head of Department (Accounting Officer)** refers to the Head of Department of Sport, Arts and Culture

3.5 **AO** refers to the Accounting Officer (Head of Department)

3.6 **Senior Manager** refers to the Head of a Directorate

3.7 **Line Manager** refers to the Head of a Unit

3.8 **EHWP Coordinator** refers to the official responsible for the implementation of departmental Employee Health and Wellness Programme

3.9 **Employee:** refers to any person employed by the department in terms of the Public Service Act, 103 of 1994 as amended (read with Public Service Regulations 2016).

3.10 **Immediate Family Member:** refers to:

a) A spouse or cohabiting partner, including same sex relationships

b) biological children /stepchildren/ legally adopted children/ a child through foster care/grandchildren

c) mother/ step-mother/ legal guardian/mother in-law/father in-law/son-in-law/daughter in-law/grandparents

d) father/ step-father/ father in law/ legal guardian

e) siblings (sister and brother)

3.11 **Spouse or co-habiting partner** (where written agreement between partners have been submitted):

a) A partner in a civil marriage;

- b) A partner in a customary marriage; or
- c) A partner in a relationship in which both partners have cohabited for a period exceeding six (6) months.

3.12 **Official Representative:** refers to the official duly authorized and nominated by the HOD or his/her delegate to represent the department at the funeral vigil/memorial services and to speak on behalf of the department.

4. GUIDELINES


In the event of the death of an employee the following actions shall take place.

These guidelines cover the following areas:

4.1 Death of an Employee

In the case of the death of an employee, the Senior Manager of the respective directorate should do the following:

- a) Ascertain the true state of affairs on behalf of the office, by visiting the family and thus the Senior Manager shall serve as a vital link between the office and the family.
- b) Send a message of condolence to the family a day after receiving the notice. A wreath, to the minimum value of R350.00 (subject to current market prices), to be purchased (EHW budget). This should be delivered on the day of the funeral.
- c) Inform the Human Resources Management unit in writing so as to ensure that all HRA procedures and processes are followed but more importantly to get the HRA unit involved in terms of conveying information regarding possible benefits payable and the information and documentation required for these to be paid. HRA should support the family in this regard in a manner that is empathetic and efficient, to prevent unnecessary economic hardship for the family of a deceased employee.
- d) Ensure that the details of the bereavement of the employee, including the residential address, the arrangements regarding paying of respects to the family by fellow staff members, prayer sessions, memorial services including dates and times of the funeral (if practically possible) be sent to the Employee Health and Wellness unit. The EHW unit are to send a formal notification via DSACCOMMS to inform all staff members. The Senior Manager or delegated person shall also take responsibility for the contributions from the office.
- e) Circulate a contribution list requesting staff to contribute generously. This contribution list needs to be duly sanctioned by the Director or Chief Director.
- f) The handing over to the bereaved family the total amount collected from the contributions.



- g) Transport (22-seater) to be availed for a maximum of 22 employees from the department prioritising the unit of the deceased employee first (including driver of vehicle) to attend the funeral service.
- h) *Pol* No accommodation arrangements will be made for employees attending a memorial and/funeral of an employee outside of the borders of the town in which the office is situated, unless an employee becomes a representative of the Department at the memorial/funeral.
- i) No S&T claims will be paid to the employees attending the funeral.
- j) Employees attending the funeral will be obliged to complete and sign an indemnity form.
- k) Documentation to be kept and safeguarded for auditing purposes as death cannot be planned or budgeted for.
- l) *Pol* Affected directorate to carry cost for both transport and accommodation *of the representative of the Department ONLY.*
- m) *Pol* Affected directorate to obtain approval from the HOD through a formal memorandum/submission in relation to point 4.1(l).

4.2 Death of family member of an employee

In the case of the death of an immediate family member of an employee, the Senior Manager/Delegated official of the unit shall do the following:

- a) Ensure that message of condolence is sent to the employee and his/her family a day after receiving the notice.
- b) Ensure that the details of the bereavement of the family member of the employee, including the residential address and also the details of the memorial service (if practically possible) as well as details of the funeral be sent to the Employee Health and Wellness unit. The EHW unit is to send a formal notification via DSACCOMMS to inform all staff members.
- c) Circulate a contribution list requesting staff to contribute generously. This contribution list needs to be duly sanctioned by the Director or Chief Director.
- d) Hand over the total amount collected from the contributions to the bereaved family.

5. DEATH IN SERVICE: BENEFITS (NB: only applicable to permanently appointed employees members of Government Pension Administration Agency)

5.1 Funeral Benefit Withdrawal (Human Resource circular: 003 of 2013/2012 Pension Benefits)

In the event of service termination due to death of a member or contributor of pension fund or on death of spouse and eligible children, be informed that the following amounts are claimable from the Government Pension Administration Agency

5.1.1. In case of a

5.1.1.1 Member or pensioner a payment of R15 000

5.1.1.2 Spouse, a payment of R7 500

5.1.1.3 Eligible child a payment of R3000 – R6 000per child

5.1.2 Members (refer strictly to employees who are contributing to the Government Pension Administration Agency-GPAA) can apply for the above mentioned benefit in their time of need.

5.1.3 A z300 claim form should be obtained from HRM: Conditions of Service to be completed to access this benefit

5.1.4 The funeral claim form should be completed and submitted to HRM: Conditions of Service Section within 5 working days of the notice of death. This will ensure payout timoeously.

5.1.5 Beneficiaries/family members are advised to submit the following documents with the z300 form for withdrawal of the funeral benefit:

5.1.5.1 Certified death certificate from Home Affairs

5.1.5.2 Z896 - Bank Particulars of the claimant

5.1.5.3 Certified ID copy of the deceased individual; and

5.1.5.4 Certified ID copy of the Claimant

6. MEMORIAL SERVICES AND FUNERAL SERVICES FOR THE DEATH OF AN EMPLOYEE

6.1 Memorial Service

6.1.1 The unit head will arrange a memorial service for the employees of the department to attend the duration of the memorial service. This shall be done in liaison with the bereaved family.

6.2 Funeral Service

6.2.1 It is the responsibility of the HOD to delegate an official to speak at the funeral service of the deceased employee on behalf of the department.

7. MEMORIAL SERVICE FOR THE DEATH OF A FAMILY MEMBER OF AN EMPLOYEE

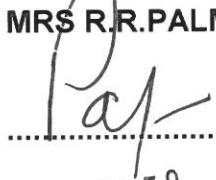
- 7.1 The Head of the unit will arrange a memorial service for staff in support of the bereaved employee.
- 7.2 This will be arranged in consultation with the family, during specified working hours.
- 7.3 Employees will be allowed time off from 13H00 until 14h00 to attend these pre-arranged memorial services.
- 7.4 In the event that two or more memorial services are held on the same day directorates are to arrange that the services follow each other. The services to start at 13h00 and 14h00 respectively.

8. MONITORING AND EVALUATION

The Employee Health and Wellness unit will monitor and evaluate the application of this policy and review it biennially (every two years).

9. APPROVED BY THE HEAD OF DEPARTMENT

NAME: MRS R.R.PALM

SIGNATURE: 

DATE: 2018-04-30