



# higher education & training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA

## BEREAVEMENT POLICY

<b>POLICY CUSTODIAN</b>	Employee Health and Wellness
<b>POLICY VERSION</b>	2 <sup>nd</sup> Version
<b>APPROVAL DATE</b>	
<b>IMPLEMENTATION DATE</b>	
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## TABLE OF CONTENTS

<b>SECTION</b>	<b>SUBJECTS</b>	<b>PAGE</b>
<b>A.</b>	<b>Acronyms</b>	<b>2</b>
<b>B.</b>	<b>Glossary of Terms</b>	<b>3</b>
<b>1.</b>	<b>BACKGROUND AND INTRODUCTION</b>	<b>4</b>
1.1	Policy Statement	4
1.2	Legislative Framework	4
<b>2.</b>	<b>POLICY PURPOSE, OBJECTIVES AND PRINCIPLES</b>	<b>5</b>
2.1	Purpose	5
2.2	Objectives	5
2.3	Principles	5
<b>3.</b>	<b>SCOPE OF APPLICATION</b>	<b>5</b>
<b>4.</b>	<b>POLICY PROVISIONS</b>	<b>6</b>
4.1	Policy Implementation and Operationalisation	6
4.2	Report a death of an employee	6
4.3	Memorial and funeral service of an employee	6
4.4	Arrange for transport and accommodation to attend a memorial service and funeral of an employee	6
4.5	Pre-funeral family visit	7
4.6	Departmental condolences and wreath flowers	7
4.7	Facilitate Service benefits of an employee	8
<b>5.</b>	<b>ROLES AND RESPONSIBILITIES</b>	<b>8</b>
<b>6.</b>	<b>POLICY MONITORING AND EVALUATION</b>	<b>8</b>
<b>7.</b>	<b>POLICY REVIEW</b>	<b>8</b>
<b>8.</b>	<b>DISPUTE RESOLUTION</b>	<b>9</b>
<b>9.</b>	<b>POLICY APPROVAL SIGNATURE</b>	<b>9</b>

## A. Acronyms

<b>ACRONYM</b>	<b>DEFINITION</b>
<b>DG</b>	Director-General
<b>DoH</b>	Department of Health
<b>DPSA</b>	Department of Public Service and Administration
<b>EH&amp;W</b>	Employee Health and Wellness
<b>EH&amp;WSF</b>	Employee Health & Wellness Strategic Framework
<b>EXCO</b>	Executive Committee
<b>FM</b>	Facilities Management
<b>FM</b>	Finance Management
<b>HR</b>	Human Resource
<b>M&amp;E</b>	Monitoring and Evaluation
<b>SMS</b>	Senior Management Service

## B. Glossary of Terms

<b>TERM</b>	<b>DEFINITION</b>
<b>BEREAVEMENT</b>	The loss of an employee or immediate family member.
<b>CONFIDENTIALITY</b>	An obligation to refrain from willingly disclosing information that has been received in confidence without that particular employee's consent.
<b>DEPARTMENT</b>	Department of Higher Education and Training including, regional offices, TVET and CET colleges.
<b>EMPLOYEE</b>	A person who has been appointed temporarily/on contract or permanently, notwithstanding that such appointment may be on probation, to a post contemplated in Section 8(1)(a) of the Public Service Act, 1994 (as amended), and includes a person contemplated in the said Act.
<b>EQUITY</b>	The quality of being fair and impartial.
<b>FAMILY MEMBER</b>	A spouse or cohabiting partner, including same gender; biological/legally adopted child, stepchildren, a child through foster care; mother, father, stepmother, stepfather; legal guardian; grandparents; grandchildren and siblings (sister and brother); or any person regarded as a family member.
<b>INTEGRITY</b>	The quality of showing being honest and showing consistent and uncompromising adherence to strong moral, and ethical principles and values.
<b>MEMORIAL SERVICE</b>	A ceremony that memorialises and honours the life of a deceased employee.
<b>REPAST</b>	A meal after memorial service shared by family members and close friends.
<b>RESPONSIVENESS</b>	The quality of reacting quickly and positively.
<b>SERVICE BENEFITS</b>	The amount of pension benefit accrued by an employee who actively worked during a given time period.

## **1. BACKGROUND AND INTRODUCTION**

### **1.1 Policy Statement**

This Policy serves a broad guide to support employees of the Department and Their immediate family members during their time of bereavement. The Department considers its employees to be its most valuable assets and at the death of an employee would like to pay its last respects and show a token of gratitude for services rendered by allowing fellow colleagues to attend funeral services. It also enables the Department with a mechanism to deal with bereavement with the aim to achieve work-life balance.

### **1.2 Legislative framework**

- 1.2.1 Constitution of the Republic of South Africa Act, Act 108 of 1996;
- 1.2.2 Public Service Act, Act 103 of 1994 (as amended);
- 1.2.3 Public Finance Management Act, Act 103 of 1994, and
- 1.2.4 The Employee Health and Wellness Strategic Framework for the Public Service (2008).

## **2. POLICY PURPOSE, OBJECTIVES AND PRINCIPLES**

### **2.1 Purpose**

This Policy serves as a guide to the Department in addressing bereavement in the workplace.

### **2.2 Objectives**

The objective of the Policy is to provide guidelines in facilitating bereavement under normal circumstances and during a pandemic.

### **2.3 Principles**

- 2.3.1 Equity;
- 2.3.2 Integrity;
- 2.3.3 Honesty;
- 2.3.4 Transparency;
- 2.3.5 Responsiveness, and
- 2.3.6 Confidentiality.

## **3. SCOPE OF APPLICATION**

This Policy applies to all the employees of the Department of Higher Education and Training.

## **4. POLICY PROVISIONS**

### **4.1 Policy Implementation and Operationalisation**

This Policy shall be operationalised in collaboration with auxiliary functions (e.g. HR, EHW, Finance Management, Facilities Management, et cetera.)

### **4.2 Report a death of an employee**

4.2.1 The death of an employee shall be reported to the Department.

4.2.2 Employee Health and Wellness office/Designated office shall be informed of the death of an employee within 24 hours.

### **4.3 Memorial and funeral service of an employee**

4.3.1 The Department shall arrange the memorial service of an employee.

4.3.2 Family members shall be invited to the departmental memorial service.

4.3.3 Trade unions shall be given a slot at the memorial service in case a bereaved employee is a member of a trade union.

4.3.4 The Department shall be represented by a senior manager or EXCO member at the memorial and funeral services of an employee.

### **4.4 Arrange for transport and accommodation to attend a memorial service and funeral of an employee**

4.4.1 The Department shall arrange for transport for officials to attend a memorial service and funeral of an employee.

4.4.2 The Department shall arrange for transport for family members to attend a memorial service of their loved one.

4.4.3 The Department shall arrange a repast (meal) for family members attending the memorial service.

4.4.4 The Department shall arrange reasonable accommodation for officials attending the funeral.

#### **4.5 Pre-funeral family visit**

- 4.5.1 The Department shall allow line function of the deceased employee to visit the family during working hours.
- 4.5.2 Transport shall be provided for employees who are not eligible for transport allowance.
- 4.5.3 Employees who are eligible for structured salary shall use their own transport and claim for subsistence and travelling.

#### **4.6 Departmental condolences and wreath flowers**

- 4.6.1 The Department shall facilitate the process for employees to contribute for condolences.
- 4.6.2 The Department shall at least provide wreath flowers for the funeral of the deceased employee.

#### **4.7 Facilitate Service benefits of an employee**

The Department shall facilitate the Service benefits of an employee and the following information shall be provided by the deceased's family members:

- Name/names of beneficiary;
- Postal and physical address;
- Date of death;
- Death certificate;
- Z143 (spouses application for pension) if the deceased employee was married and Marriage certificate, and
- Proof of birth (IDs of all dependants) and Letter of executorships.



## **5. ROLES AND RESPONSIBILITIES**

### **5.1 The Head of Department**

The Head of Department shall be responsible for approving the facilitation of the bereavement of an employee.

### **5.2 Employee Health and Wellness office/Designated office**

Employee Health and Wellness office/Designated office shall facilitate memorial and funeral processes on behalf of the Department.

### **5.3 The line function**

5.3.1 The line function shall be responsible for all necessary arrangements relating to pre-funeral family visit and submission of condolences.

5.3.2 The line function shall provide an SMS or EXCO member to represent the Department at the memorial and funeral services.

### **5.4 Bereavement Committee:**

Committee shall comprise of the following

- Chairperson: Manager/DP:Corp/HR
- EHW
- HRM&A
- Finance
- Facilities
- Trade Unions
- Directorate where the bereavement is

## **6. POLICY MONITORING AND EVALUATION**

This Policy shall be monitored by the directorate responsible for Employee Health and Wellness Programmes in the Department.

## 7. POLICY REVIEW

This Policy will be reviewed every three years or as and when a need arises.

## 8. DISPUTE RESOLUTION

Any dispute arising out of the interpretation and/or application of this Policy shall be dealt following applicable legislations and policies.

## 9. POLICY APPROVAL SIGNATURE

Signed at Pretoria on this 30<sup>th</sup> day of March 2022

  
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Dr Nkosinathi Sishi

Director-General: Department of Higher Education and Training