



## **RAMOTSHERE MOILOA LOCAL MUNICIPALITY**

### **BEVEAREMENT POLICY**

**Resolution number : 47/05/ 2015**

**Approval date : 28<sup>th</sup> MAY 2015**

## **1. Definition of bereavement leave**

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

### **Legislative framework**

- SALGA Main Collective Agreement;
- Basic Condition of Employment Act;
- Constitution of the Republic of South Africa, Act no 108 of 1996;
- Labour Relations ACT;
- Local labour Forum resolutions

### **Purpose**

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

## **2. Application**

2.1 The policy will apply to all employees that have been in the employment of Ramotshere Moiloa Local Municipality for at least 12 months or longer;

2.2 Ramotshere Moiloa Local Municipality shall provide employees during each annual leave cycle at the request of an employee, total of five (5) days leave of absence upon the death and funeral of any of the following family members:

2.2.1 Spouse, life partner, including common law or same sex spouse;

2.2.2 Employee's parents;

2.2.3 Adoptive parents;

2.2.4 Grandparents;

2.2.5 Child;

2.2.6 Adopted child;

2.2.7 Grandchild;

2.2.8 Siblings, brother or sister

2.3 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.

2.4 Bereavement leave must be taken between the day of death and the funeral services.

### **3. Implementation**

3.1 The Human Resource Unit of the municipality will be responsible for the coordination of all the activities related to the implementation of this policy.

3.2 The Human Resource Unit will be responsible to establish the bereavement committee which may be consists of

3.2.1 One representative from SAMWU and IMATU;

3.2.2 Two officials from the Human Resource Unit;

3.2.3 One official from the Finance Department;

3.2.4 One official from the office of the Municipal Manager;

3.3 The bereavement committee will be responsible for all funeral arrangements within the municipality in consultation with the family of the deceased;

3.4 To benefit from this 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 the Human Resource Unit.

3.5 It is the responsibility of the bereaved official to inform the municipality, through the Human Resource Unit about the bereavement.

**THUS DONE AND SIGNED AT RAMOTSHERE MOILOA ON THIS THE 28<sup>TH</sup> MAY 2015.**



**Speaker Ramotshere Moiloa Local Municipality**