

higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

BEREAVEMENT POLICY

Policy Number	DHET-0013
Version	01
Revision	00
Author	Human Resource Management
Date Approved	
Effective Date	
Reference Number	

TABLE OF CONTENTS

PAGES

1	PREAMBLE	2
2	OBJECTIVES	2
3	SCOPE OF APPLICATION	2
4	MANDATE	2
5	DISCUSSION	2-3
5.1	Informing the Chief Director: HRM	
5.2	Bereavement committee	
5.3	Transport arrangements	
5.4	Collection of donations as part of the Department of Higher Education and Training	

1. Preamble

The Department of Higher Education and Training as an employer 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.

2. Objective

This policy seeks to set out guidelines on how-to handle the funeral arrangements on the death of a Department of Higher Education and Training employee.

3. Scope of Application

This policy is applicable to all employees of the Department of Higher Education and Training who have been appointed in terms of the Public Service Act, 1994 and the Employment of Educators Act 1998.

4. Mandate

Public Services Regulations as published in terms of the Public Service Act, 1994 as amended.

5. Discussions

5.1 INFORMING THE CHIEF DIRECTORATE: HUMAN RESOURCE MANAGEMENT

- 5.1.1 The supervisor/head of directorate shall, on receiving news of the death of an employee, immediately inform the Chief Directorate: Human Resource Management of the date of death, as well as the address where the deceased employee will be buried for communication throughout the Department
- 5.1.2 The Chief Directorate Human Resource Management shall ensure the expedition of processing service benefits.
- 5.1.3 If the families of the deceased have not provided the Human Resource Management component with the relevant documentation, the HR official will arrange with the deceased's family for such documentation to be made available to the Human

Resource Management component in order to finalise the processing of the pension benefits.

5.2 Bereavement Committee

Each Branch is to nominate a representative to serve on the bereavement committee. The following responsibilities will be adhered to:

5.2.1 The bereavement committee will nominate a liaison officer between the Department of Higher Education and Training and the family of the deceased such liaison officer is to obtain information regarding the date, time and place of the funeral.

5.2.2 The bereavement committee is to ensure that timeous notice of funeral arrangements of a deceased employee is conveyed to the Department of Higher Education and Training employees in the relevant program or Directorate by way of e-mail and notices at key points.

5.2.3 A letter of condolence, on behalf of the Department of Higher Education and Training, will be prepared by the bereavement committee and handed to the nominated liaison officer for onward transmission to the employee/family of the deceased.

5.2.4 The bereavement committee shall arrange the memorial service for official in the department.

5.3 Transport Arrangements

5.3.1 The bereavement committee will liaise with the Logistical services to make transport arrangements at departmental expense for interested employees in respect of death of an employee for the attending the funeral in any city /town by interested employees. Reasonable transport costs shall be issued at all times.

5.3.2 Employees utilising transport authorized by the employer shall be deemed to be on official duty.

5.3.3 The department will not be liable for the provision of accommodation of the officials travelling to the funeral.

5.3.4 All employees wanting to attend the funeral service must make prior arrangements with their respective supervisors if the funeral is conducted during the week. Supervisors may not unreasonably deny such request.

5.3.5 The employer shall meet the costs of transporting home the corpse/remains of an employee who died on duty away from her or his normal place of work.

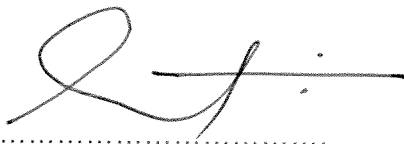
5.4 Collection of voluntary donations as part of the Department of Higher Education and Training's contribution.

5.4.1 Regarding the death of an employee, the bereavement committee members will be responsible for the collection of voluntary donations with the directorate concerned.

5.4.2 The unit where the employee was working will be responsible for the purchase of wreath/flowers.

5.4.3 The bereavement committee will arrange for the purchase and delivery of wreath/flowers to be handed to the family of the deceased employee.

Signed at PRETORIA on this 18th day of FEBRUARY 2012



.....
Mr GF QONDE
DIRECTOR-GENERAL: HIGHER EDUCATION AND TRAINING