

SIYANCUMA MUNICIPALITY

**BEREAVEMENT
POLICY**

BEREAVEMENT POLICY

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.

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 Siyancuma Municipality for at least four (4) months or longer.

3.2 Siyancuma 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.

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 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 HR division.
- 4.3 **IT IS THE RESPONSIBILITY OF THE BEREAVED OFFICIAL TO INFORM THE MUNICIPALITY, THROUGH THE HUMAN RESOURCE DIVISION, ABOUT THE BEREAVEMENT.**

MAYOR :

DATE POLICY APPROVED : 04 NOVEMBER 2010

RESOLUTION :
