

OVERBERG

DISTRIKSMUNISIPALITEIT
DISTRICT MUNICIPALITY
UMASIPALA WESITHILI



TIME-OFF TO ATTEND FUNERAL OR MEMORIAL SERVICE POLICY

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1. POLICY PURPOSE

To regulate requests from employees to attend memorial services or funerals.

2. GUIDELINES: MEMORIAL SERVICES

The following policy guidelines must be followed in the event of the death of an employee:

- 2.1** The decision to hold a memorial service is initiated and arranged by the relevant Head of Department and upon request of the employees.
- 2.2** Employees from the particular section would be permitted to attend the memorial service with prior permission.
- 2.3** Employees from other sections or directorates must obtain permission timeously from their relevant Head of Department to attend the memorial service.
- 2.4** The relevant Head of Department should ensure that sufficient staff members remain on duty to ensure full uninterrupted services are rendered; special care must be taken that essential services are not interrupted.
- 2.5** Employees from the Fire Department who dies while on duty will receive the traditional tributes and honour guard as prescribed in the Standard Operational Procedures of the Fire Department.
- 2.6** Municipal transport will be made available for attendance of a memorial service within the Overberg district. Arrangements must be made in advance.
- 2.7** In the event of the death of a shop steward or local union leader, the Head of Department will arrange a meeting with the relevant provincial union leader, the Head of Department will arrange a meeting with the relevant union to discuss and agree on the role of the union and employer in facilitating of the memorial service. Both parties [i.e. employer and union] will be part of the process and all the above guidelines would be applicable.
- 2.8** Time-off to attend a memorial service will be given, to a maximum of two (2) hours per employee per memorial service.
- 2.9** If the memorial service is held in another town or province and will take up more than 2 hours of working hours, employees must apply for annual leave as stipulated in the leave procedures.

3. GUIDELINES: ATTENDANCE OF FUNERALS

- 3.1** Employees from the particular section would be permitted to attend a funeral of an employee with prior permission.
- 3.2** Employees from other sections or directorates must obtain permission timeously from their relevant Head of Department to attend the funeral.
- 3.3** The relevant Head of Department should ensure that sufficient staff members remain on duty to ensure full uninterrupted services are rendered; special care must be taken that essential services are not interrupted.
- 3.4** Employees wishing to attend a funeral must put in annual leave for the time.
- 3.5** Employees from the Fire Department who dies while on duty will receive the traditional tributes and honour guard as prescribed in the Standard Operational Procedures of the Fire Department.

4. SPECIFIC ROLES OF COUNCILLORS

- 4.1** The Department Human Resources will inform the Office of the Municipal Manager and the Secretary of the Mayor and provide all the detail to him/her regarding the funeral/memorial arrangements.
- 4.2** The Mayor or Speaker will identify a Councillor to attend the funeral/memorial service of the deceased employee.

5. GENERAL

- 5.1** The Human Resources Department will advise the organisation of the passing of a colleague by posting a notice on e-mail and Whatsapp.
- 5.2** Employees who are traumatised by the passing of a colleague may apply for assistance from the employer's Employee Assistance Programme.

6. EFFECTIVE DATE

This policy shall come into effect on the first day of the month after the date which it was adopted by Council and shall remain in full force and effect until it is reviewed, revoked or amended by Council.