



EDEN

DISTRICT MUNICIPALITY
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**FUNERAL/MEMORIAL SERVICE
POLICY**

FUNERAL/MEMORIAL SERVICE POLICY

1. PURPOSE

The purpose of this policy is to set guidelines to take time-off for attending memorial services and funerals in the case of death of councilors and colleagues, excluding "family responsibility leave".

2. DEFINITIONS

- 2.1 Words indicating the masculine gender shall include the feminine gender.
- 2.2 All references to days shall be working days.
- 2.3 Time-Off refers to the service and travel time to and from the funeral/memorial service.
- 2.4 Memorial service is a ceremony remembering and honoring a colleague/councilor that has passed away.
- 2.5 Funeral service is a ceremony that takes place prior to the burial or cremation of the body of a colleague/councilor that has passed away and it may include the actual burial service.

Day – "means monday to friday, excluding public holidays, unless indicated otherwise by the context"

Employee – "means any person, excluding an independent contractor who works for another person or for the state and who receives, or is entitled to receive, any remuneration" (as per employment equity act 55 of 1998) – "(b) means any other person who in any manner assists in carrying on or conducting the business of an employer"

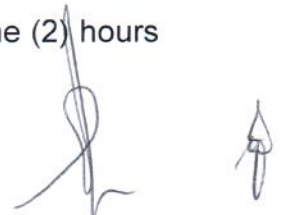
employer - "means Eden District Municipality"

workplace – "means the employer"

3. POLICY

Employees will be granted two (2) hours time-off to attend a memorial service or funeral of a councilor/colleague on condition that limited numbers of employees leave the office and uninterrupted services are still available to the public.

Leave or overtime due must be submitted for time-off exceeding the (2) hours time-off for attending a memorial service or funeral.



Prior approval must be obtained for such time-off.

4. PROCESS

Two (2) hours will be granted to employees attending a memorial service or funeral. Annual leave or overtime due must be submitted and approved for time-off exceeding two (2) hours.

The relevant ESS (Employee Self Service) transaction must be submitted prior to taking the time-off and also the application for leave or overtime due should the time-off exceed two hours.

The following policy guidelines are proposed in the event of the death of an councilor/employee.

- (i) The initiative to hold a memorial service is initiated and arranged by the relevant Head of Department or assignee;
- (ii) Employees from the particular section would be permitted to attend the memorial service;
- (iii) Employees from other sections or departments must obtain permission timeously from their relevant Head of Department to attend;
- (iv) The relevant Head of Department should ensure that sufficient staff members remain on duty to ensure a full uninterrupted service is rendered. Special care must be taken that essential services are not interrupted;
- (v) No Municipal transport will be provided.

5. OPERATIONAL REQUIREMENTS

With the application of this policy, due consideration to the operational requirements shall be observed and request for time-off in this regard, will not unreasonably be withheld.

This document was signed on the 22nd of June 2016



 Municipal Manager

 Union Representative (SAMWU)



 Union Representative (IMATU)

AMENDED: MAY 2016