



FUNERAL/MEMORIAL SERVICE POLICY (AMENDED)

Date Approved: 22 06 2021

Council Resolution DC 2021/06/E.5

CONTENTS

1. Purpose3

2. Definitions3

3. Policy4

4. Process4

5. Implementation and Monitoring6

6. Policy Review7

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 councillors and colleagues, excluding "family responsibility leave". The purpose of the policy seeks to give guidance and direction to the organization of the Memorial Service and funeral service of councillor (s), employee(s) in Garden Route District Municipality. The policy objective also seeks to give a space for employee(s) and management of Garden Route District Municipality a last opportunity to give respect for the last time to all those councillor (s) and employee(s) who have given loyal service to the Municipality in making sure that service delivery is being rendered to the community.

The policy will not seek to replace family funeral arrangements or any form of mourning by a family bereaved but it will rather focus on internal staff members of Garden Route District Municipality. The policy will seek to give guide and direction to specific matters towards the organizational success of the Memorial Service and the funeral service.

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(funeral/memorial) and travel time to and from the funeral/memorial service.
- 2.4. Memorial service is a ceremony remembering and honoring a colleague/councillor 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/councillor 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 Garden Route District Municipality"*

Workplace - "means the employer"

Organising Committee – "**committee members that assist and manage a multitude of tasks relating to memorial and funeral services**"

3. POLICY

Employees will be granted two (3) hours time-off to attend a memorial service or funeral of a councillor/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 (3) three hours time – off for attending the memorial service or funeral. Prior approval must be obtained for such time-off.

4. PROCESS

- 4.1. Three (3) 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 three (3) hours.
- 4.2. 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 three (3) hours.
- 4.3. The following policy guidelines are proposed in the event of the death of a councillor/employee.
 - a) The initiative to hold a memorial service is initiated and arranged by the relevant Head of Department or assignee;
 - b) Employees from the particular section would be permitted to attend the memorial service;
 - c) Employees from other sections or departments must obtain permission timeously from their relevant Head of Department to attend;
 - d) 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;
 - e) Municipal transport will only be provided during normal working hours

to the memorial service that is facilitated by the relevant department.

- f) A hall will be arranged for the memorial service, at Council's expenses, only during office hours.
- g) That the arrangements of any memorial or funeral should be aligned with any applicable legislation or directive issued by National Government,
- h) meaning all protocols in regard to COVID-19 Funeral Regulations/Rules must be adhered to.
- i) That the employer (Garden Route District Municipality) shall not be held liable of any act/damage/loss or omission to an employee or third party as a result of any non-adherence of employees to the COVID-19 Funeral Regulations/Rules. Employees attending funerals/memorials will do so at their own risk.

4.4. DECORATIONS OF THE HALL

- a) The official(s) will have to look and make use of internal resources firstly that will make the hall look good and be suitable for the Memorial Service. Decorations of the hall will include amongst other things:
- b) Flowers
- c) Pictures of the deceased if family may so wish and/or made available on time to the committee and logistic team.
- d) Light refreshments for the family after the Memorial Service and this will include water and soft drinks on the table and the family during the Memorial Service.
- e) PA system, the official upon inspecting the venue or a need of the system it must be organized.
- f) Trade Union Banners can be mounted up inside the hall and be removed after the Memorial Service. The committee must make sure that on the venue there will be nothing that will be used for decorations or be mounted that will bring divisions amongst the work force and offend anyone that will be attending the Memorial Service.
- g) A department in which a worker was working in must identify six people who will usher fellow workers, guests and the family members for order during the Memorial Service.

4.5. TRANSPORT ASSISTANCE

- a) GRDM employees may apply for assistance in terms of transport and accommodation costs for officials who have been granted permission to attend a funeral service that is held outside the boundaries of GRDM.

- b) GRDM employees may apply for assistance for Family members to be provided with transport, where they are unable to provide their own to the memorial service, subject to the approval of funds.
- c) The employees shall be responsible for their own insurance and traffic fines.

4.6. SPEAKER (S) FROM THE MUNICIPALITY

- a) The Organising Committee will decide who may speak at the memorial and funeral service on behalf of Council.

5. IMPLEMENTATION AND MONITORING

This policy will be implemented and effective once recommended by the Local Labour Forum and approved by Council.

5.1. Communication

This policy will be communicated to all Municipal employees using the full range of communication methods available to the Municipality.

5.2. Policy Review

This policy will be reviewed annually and revised as necessary.

5.3. Budget and Resources

The financial and resource implication/s related to the implementation of this policy should be qualified and quantified.

5.4. Roles and Responsibilities

The Municipal Manager or his/her delegate accepts overall responsibility for the implementation and monitoring of the policy.

5.5. Penalties

Non-compliance to any of the stipulations contained in this policy will be regarded as misconduct, which will be dealt with in terms of the Disciplinary Code.

5.6. Dispute Resolution

Any dispute arising from this policy due to ambiguous wording or phrasing must be referred to the Local Labour Forum for adjudication. Resolutions from the Local Labour Forum must be incorporated into the policy.

6. POLICY REVIEW

On the minutes of the Council meeting that took place on 22 June 2021 (E.5) this Policy was approved.

This document was signed on the _____ of _____ 20____.

Municipal Manager

Union Representative (SAMWU)

Union Representative (IMATU)