

## POLICY ON MEMORIAL SERVICES AND ASSISTANCE IN ATTENDING THE FUNERAL OF A CO-WORKER

Item C-HR (81-2005)	POLICY ON MEMORIAL SERVICES AND ASSISTANCE IN ATTENDING THE FUNERAL OF CO-WORKER
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### RESOLVED

1. **That** the contents of the report on the attendance of funerals and memorial services **BE APPROVED AND IMPLEMENTED** from 01 January 2006.
2. **That** the maximum number of employees who shall attend the funeral of a fellow employees shall **NOT EXCEED** fifteen (15) employees in case of Public Safety and ten (10) employees in case of other departments.
3. **That** the representatives to attend the funeral should **BE NOMINATED** from the Department or Section where the deceased employee was working.
4. **That** the attendance of a funeral by colleagues of the deceased shall **BE VOLUNTARY** and not be regarded as a remunerative activity.
5. **That** in the event where the funeral takes place during the normal working hours of the chosen departmental representative(s), the Executive Director of the Department concerned, must **APPROVE** the special leave for representatives.
6. **That** the travel time can **BE APPROVED** to a maximum of 3 days depending on the area and circumstances of the funeral.
7. **That** an appropriate amount to a maximum of **R5 000,00** may **BE APPROVED** by the City Manager in consultation with the relevant Executive Director, Chief Financial Officer and Executive Director : Human Resources Management and Development to be provided to employees attending the funeral of a colleague for transportation purpose, subject to budgetary provision.
8. **That** all previous policies and practices regarding attendance of funerals and memorial services **BE RESCINDED**.