

# **THULAMELA MUNICIPALITY**

## **BEREAVEMENT**

### **POLICY**



**2022/2025**

## 1. Background

The policy proposal follows the decision by SAMWU workers, LLF and shopsteward committee meeting of Thulamela Municipality Bereavement Policy. The policy seeks to assist workers when they pass on by helping them financially for their funeral processes or arrangements.

## 2. Objectives

- 2.1. To improve the method of collecting and distribution of condolences funds to bereaved family members by:
  - 2.1.1. Opening a bank account with a registered banking institution.
  - 2.1.2. Issuing payments to beneficiaries within two days of claim.
  - 2.1.3. Debiting premiums from salaries on a monthly basis in order to keep a balance of R75,000
  - 2.1.4. Maximising the amount payable towards the bereaved family.
- 2.2. To encourage classless and solidarity amongst Thulamela Municipality employees.
- 2.3. To reduce the burden of debt due to funeral expenses amongst affected employees or the family members thereof.

## 3. Beneficiaries of the policy

- 3.1. The following members shall be the beneficiaries of the policy:
  - a) Main Member or Municipality permanent employees
- 3.2. **Beneficiaries shall be defined as follows:**
  - a) **Main Member** shall be an employee of Thulamela Municipality who have signed the prescribed consent form.

## 4. Death Benefits Allocations

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Death benefit allocations shall be made as follows:

**a) Main Member : R25 000.00**

- 4.1. In the event of death an amount of R25, 000 shall be paid to the family of the deceased.

## **5. Contributions**

- 5.1. Monthly contribution shall be **R50.00** per month and shall be debited from a salary of a member.
- 5.2. There will be a waiting period of **3** months after a member have joined the policy.

## **6. Claims**

- 6.1. In the event of death the family of the deceased shall be required to submit the following:
- 6.1.1. Original Death Certificate of a member.
  - 6.1.2. Original Identity Document of a beneficiary who is registered in the main member's registration form.
  - 6.1.3. Confirmation letter from the mortuary
  - 6.1.4. An authorised letter from the family for a person who is to receive money.
- 6.2. Claim form shall be completed in full and signed by the claimant and approved by the Bereavement committee.
- 6.3. Approved claims shall be paid electronical transfer within two working days of submission of claims.
- 6.4. Approved claim shall be paid only to authorized member of the family
- 6.5. The authorised person will be confirmed by HR(human resources)
- 6.6. Where the account balance is insufficient to finance a claim shall be arranged with the banking institution and a meeting of general membership shall be arranged to address a deficit in particular.

## **7. Retired and resigned members.**

- 7.1. A member of the policy who resigns shall forfeit membership and benefits immediately during resignation thereof.
- 7.2. A member who retires at retirement age or early retirement or on medical unfitness shall be treated as follows.

- 7.2.1. Lump sum payment has to be made to the member who is retire ring at the aged between 60 and 65.

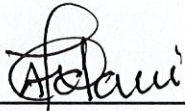
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7.2.2. 50% or half of the total amount paid in the event of death has to be paid to the retired person mention on (7.2.1)

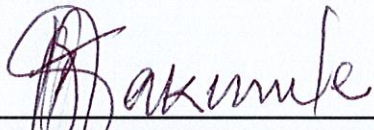
8. The policy shall be reviewed by the masses to improve effectives and efficiency on annual bases
9. Exceptional cases shall be dealt with by a bereavement committee before payment can be made.

10. The policy shall be reviewed after 3 years and revised as necessary



**SENIOR MANAGER: CORPORATE SERVICES**  
**TODANI N.A**

30/05/2022



**ACTING MUNICIPAL MANAGER**  
**MAKUMULE M.T**

**DATE**

30 / 05 / 2022  
**DATE**