



CHIVIRIKANI PRIMARY SCHOOL

490/1 MAHLANGU STREET
KATLEHONG GARDENS
KATLEHONG, GP
1432

P.O. BOX 12557 TEL: (011) 307 2349
KATLEHONG CELL: (073) 262 8287
1431

E-MAIL: Christopher.Maluleke@gmail.com



SCHOOL POLICY

Bereavement – Time Off for Staff Members

EFFECTIVE DATE: _____

REVISION HISTORY:

As amended on:

11 October 2016 – Labour Relations Act 2002

DEFINITION

It means loss of an employee and immediate family member by death.

AIM

- Staff members are provided with paid time off for making arrangements, settling family affairs, bereavement and/or attending the funeral or memorial service of a member or the immediate family.
- The school reserves the right to require documentation of the death (e.g. death certificate, obituary, documentation from the funeral home etc.).

PROCEDURE

- Time off for death in the family is arranged by notifying the Principal or the immediate Head of Department.
- Necessary paperwork must be completed at the administrative clerk with documentation before leave is granted.

TIME ALLOWANCE

- A maximum of 5 days with pay is permitted upon the death of one of the following:
 - Spouse
 - Brother or Sister
 - Son/Daughter in Law
 - Child
 - Parent/Guardian
 - Mother/Father in Law
 - Brother/Sister in Law

- A maximum of 3 days with paid leave is permitted upon death of one of the following:
 - Grandparent
 - Grandchild
 - Aunt/Uncle

- 1 Day with paid leave is permitted upon death of one of the following:
 - First Cousin
 - Nephew/Niece

- A staff member may make a request to the Principal to use special leave for death of other family or friends not covered above.

