

B.5. FAMILY FUNERAL SCHEME - POLICY AND PROCEDURE

University of Limpopo			
Title:	Family Funeral Scheme Policy and Procedure		
Policy No.:	B.5	Approved By:	UL Council
Date Approved:	New	No. of Pages:	02
Effective Date:	New		
Date Reviewed:	01 July 2019		

1. INTRODUCTION

- a. As part of its social responsibility, the University has negotiated an additional voluntary funeral scheme on-behalf of all its employees. Membership of this scheme is optional.

2. SCOPE OF APPLICATION

This policy and procedure applies to all time permanent. employees.

3. POLICY STATEMENT

- a. The University offers a funeral cover in terms of the rules of an approved negotiated scheme.

4. ACCOUNTABILITY

The Human Resources Department is responsible for the administration of the scheme.

5. PROCEDURE AND GUIDELINES

The University will deduct from an employees' remuneration a determined premium as per communication from the scheme on a monthly basis and pay the funeral scheme

5.1 The administration procedure and the benefit cover will be as determined by the rules of the Scheme.

6. EFFECT OF NON-COMPLIANCE

Any non-compliance with this policy must be dealt with in terms of the normal institutional governance and management processes, including possible disciplinary action where appropriate.

