

INSTITUTE OF JAMAICA

FUNERAL ASSISTANCE POLICY

This funeral assistance policy has been developed to offer general guidelines to members of staff.

LEAVE OF ABSENCE

In accordance with the Staff Orders, members of staff who have suffered the loss of an immediate relative, may be granted emergency departmental leave, vacation leave and/or no-pay leave based on the exigency of the service. An immediate relative means a parent, spouse, sibling, child or grandparent.

TRANSPORTATION TO THE FUNERAL OF A DECEASED MEMBER OF STAFF

The Institute of Jamaica may provide transportation to assist members of staff in attending the funeral of a deceased member of staff.

TRANSPORTATION TO THE FUNERAL OF AN IMMEDIATE RELATIVE

The Institute of Jamaica may assist members of staff in chartering a bus to attend the funeral of an immediate relative of a member of staff, under the following conditions:

1. The venue for the funeral should be outside a twenty (20) miles radius of Kingston.
2. Members of staff requiring transportation should submit a written request along with three quotations to the Assets Manager. The request should be copied to the Human Resource Manager and Financial Controller.
3. Members of staff travelling by the bus should then pay (or make a written commitment to pay) fifty percent (50%) of the cost of chartering the bus, the Institute of Jamaica will pay the remaining fifty percent (50%) of the cost.

WREATH

The Institute may send a wreath to the funeral of a deceased member of staff or the funeral of an immediate family member subject to the condition that the Human Resource Department is advised that family of the deceased will be accepting floral tributes.

GRATUITY ADVANCE

The Institute may provide funding for the payment of funeral expenses to a deceased Family Benefit Scheme Contributor (i.e. a deceased member of staff who was contributing to the Family Benefit Scheme) under the following conditions:

1. The Administrator General's Department authorises the payment.
2. The money payable will be deducted from the gratuity payable to the legal personal representative.
3. Payments will be based on the submission of the burial certificate and invoices from the funeral home.

FUNERAL GRANT – DECEASED PUBLIC SECTOR EMPLOYEES

In accordance with Circular No. 1 (M.F.P. No 11183^{xvi}), dated January 5, 2005; the following funeral grants may be disbursed to assist with the funeral of deceased public sector employees:

	Grants
i) Grant for the funeral of an officer who dies in the performance of or as a result of circumstances specifically attributable to his/her duties.	\$100,000.00
ii) Grant for the funeral of an officer who dies from natural causes whilst still in the Public Service.	\$50,000.00
iii) Grant payable in respect of employees who serve for five (5) days per week for three (3) continuous years and who qualify under the Government Employees (Compassionate Gratuities) Resolution.	\$50,000.00
iv) Grant for the funeral of an employee with a minimum of three (3) continuous years of service and a minimum of 156 days a year and who would have qualified for benefits under the Government Employees (Compassionate Gratuities) Resolution.	\$40,000.00

All applications for Funeral Grants should be accompanied with copies of the Certificate for Burial or Death Certificate, and itemized statements from the Funeral Parlours. In cases where employees die in the performance of, or of cause(s) specifically attributable to his/her duties, the circumstances surrounding the death should be clearly stated.

FUNERAL GRANT- DECEASED NATIONAL INSURANCE SCHEME (NIS) CONTRIBUTORS

The National Insurance Scheme (NIS) Office will pay a funeral grant on the death of an insured person or of his or her spouse. The grant may also be paid on the death of certain National Insurance Pensioners and the spouses of certain National Insurance Pensioners. The application for the grant should be submitted to the NIS Office.

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