

STAFF BEREAVEMENT

Background

The Division aims to support staff when they are experiencing difficult circumstances related to the health and well-being of themselves and their immediate family.

Procedures

1. Upon the notification of the death of a current employee, either a \$50 monetary donation will be given to a recognized charity, a \$50 floral arrangement or other \$50 item (e.g. fruit basket) will be purchased for the family on behalf of the Division.
 - 1.1 An internal memo will be sent to division staff recognizing the employee and offering expressions of sympathy.
2. If school staff or department becomes aware of a death of a current employee's immediate family member a school staff or department member is authorized to send an expression of condolence on behalf of the Division. Immediate family (including common-law) is defined as: father, mother, brother, sister, son, daughter, including in-laws, husband, wife, and grandchildren, legal guardian, or ward.
 - 2.1 The expression of condolence may be a monetary donation of \$50 to a recognized charity, a \$50 floral arrangement or other \$50 item (e.g. fruit basket).
 - 2.2 The Division will provide reimbursement to the school or department upon submission of receipt to the accounting department.