



## BOARD OF HEALTH

<b>SECTION:</b>	<b>Human Resources</b>	<b>APPROVED BY:</b>	<b>Board of Health</b>
<b>NUMBER:</b>	<b>BOH-HR-050</b>	<b>REVISED:</b>	<b>June 2024</b>
<b>DATE:</b>	<b>May 1, 2018</b>		

## In Memoriam Acknowledgement

### PURPOSE:

To acknowledge the death of an employee's family member.

### POLICY:

In the case of a death of an immediate family member (spouse/partner, mother, father, sister, brother, child, stepchild) of an employee or Board of Health member, the Board of Health of Southwestern Public Health will acknowledge the death by making a donation to a charity in the amount of up to \$100.00 or sending a floral arrangement or fruit basket to the employee.

In the case of a death of other family members of an employee or Board of Health member, the Board of Health will send a card.

### PROCEDURE:

- 1) In the case of an employee, the employee's supervisor will notify the Executive Assistant with the applicable details:
  - i) Name of the employee,
  - ii) Name of deceased family member,
  - iii) Relationship to employee, and
  - iv) Charity of Choice as per the obituary or employee's choice.
  
- 2) In the case of a Board of Health member, the Executive Assistant will take care of the arrangements as noted above.

**COMPLIANCE:**

Failure to comply with this policy and any associated procedures may result in appropriate disciplinary measures.

**REVISION DATES:**

September 2022  
June 2024