

## Administrative Procedure 404

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# ACKNOWLEDGEMENT OF ILLNESS, DEATHS AND BEREAVEMENTS

### Background

The Division feels compassion and sympathy for staff members during times of illness, deaths and bereavements and believes that an appropriate gesture should be made.

The Division will appropriately acknowledge the illness, death or bereavement of staff members of the Division.

### Procedures

1. The Division will acknowledge illness, death or bereavement as follows:
  - 1.1 Illness of staff members requiring hospitalization – appropriate card.
  - 1.2 Death of a staff member – a mass card and a floral tribute or a donation to the chosen charity as stated in the newspaper obituary
  - 1.3 Death of a staff member's immediate family member – a card expressing sympathy or a mass card, as appropriate.
2. The Superintendent is authorized to send the appropriate acknowledgement on behalf of the Division.

Reference: Section 60, 61, 113, School Act

