

Flower/Donation Request

Reviewed Date	<i>August 8, 2007</i>	Number	<i>HR0303</i>
Revised Date	<i>January 26, 2011</i>	Approved Date	<i>February 9, 2000</i>

Introduction

The Board of Health supports the sending of flowers or charitable donation when a family death occurs.

Purpose

To inform health unit board of health members, employees and students of the parameters and procedures for the sending of flowers or charitable donations.

Legislative Authority

N/A

Policy Definitions and Interpretation

N/A

Policy

When an employee's spouse, child, parent, parent-in-law or sibling dies, flowers or a donation to charity will be sent from the board of health and staff of the Simcoe Muskoka District Health Unit. The maximum dollar allowance will be \$100.00.

In the event that an employee of the agency dies, the board of health will authorize flowers or a donation to charity in the amount of \$200.00.

Procedures

1. The service area will contact the Human Resources with the following details:
 - name
 - relationship to employee
 - funeral home, phone number
 - charitable donation or flower request

2. Human Resources will arrange to have the flowers or donation available at the appropriate venue or authorize the service area to make the arrangements.

Related Policies

N/A

Related Forms

N/A

Final Approval Signature: _____

Review/Revision History:

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