

## **Flower/Donation Request**

<b>Reviewed Date</b>	<i>August 8, 2007</i>	<b>Number</b>	<i>HR0303</i>
<b>Revised Date</b>	<i>June 2, 2021</i>	<b>Approved Date</b>	<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 a current 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 department 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 department to make the arrangements.

### **Related Policies**

N/A

***Related Forms***

N/A

***Final Approval Signature:*** \_\_\_\_\_

Review/Revision History:

Reviewed August 8, 2007

Revised June 2, 2021