712 Recognition of Bereavement or Illness, All Staff

Effective: February 2005

1.0 In the event of the death of a University employee or a close family member a department may wish to make an expression of sympathy to the employee or the employee's family.

1.1 An expression of sympathy may take the form of flowers or a donation to a registered charity if requested by the family.

1.2 In all cases the cost must be reasonable and may be paid out of the department's operating fund. Due to University policy and external restrictions, Research funds or other restricted funds are not to be used for this purpose.

2.0 In the event of an illness that requires hospitalization of a University employee or a close family member a department may wish to send flowers to the employee or the employee's family.

2.1 In all cases the cost must be reasonable and may be paid out of the department's operating fund. Due to University policy and external restrictions, Research funds or other restricted funds are not to be used for this purpose.

For guidance with respect to service recognition and employee awards or gifts to employees please consult HR Policy 710 Service Recognition and other Performance Based Awards [1] and HR Policy 711 Gifts to Employees and Recognition of Significant Events [2], respectively.

Source URL:https://www.uoguelph.ca/hr/staff-faculty-hr-policies-all-employees/712-recognition-bereavement-or-illness-all-staff

Links
[1] https://www.uoguelph.ca/hr/node/4148/ [2] https://www.uoguelph.ca/hr/node/4149/