

County of Elgin

Section: **9**

Human Resources Policy Manual

Subject: **Bereavement Acknowledgement**

Code - **A**

Policy Number: **9.80.1**

Page 1 of 2

Date Approved: **Oct. 1/87**

Date Last Revision: **April 28/09**

---

It is customary for the Employer to make a financial donation or to pay for a flower arrangement in the event of a death of a person associated with the County of Elgin.

***Procedure:***

Acknowledgement of bereavement will be made for people as listed below in this policy.

Dependent on the wishes of the family, as indicated through newspaper announcements, a flower arrangement or donation totalling \$100.00 will be made from the County of Elgin Council and its' staff. It will be the responsibility of the department of the involved individual to make arrangements for the delivery and payment of the item.

All acknowledgements will be charged to a Corporate account.

If the County employs more than one employee in the same family, the acknowledgement should be co-ordinated, so that only one item is contributed from the County of Elgin.

County of Elgin

Section: **9**

Human Resources Policy Manual

Subject: **Bereavement Acknowledgement**

Code - **A**

Policy Number: **9.80.1**

Date Approved: **Oct. 1/87**

Page 2 of 2

Date Last Revision: **April 28/09**

---

The following schedule applies:

| <b>Association to County</b>            | <b>Donation/Flowers</b> | <b>Amount</b> |
|---|-------------------------|---------------|
| Employee                                | Donation/Flowers        | \$100.00      |
| Employee's Spouse or Child / Step-Child | Donation/Flowers        | \$100.00      |
| Employee's Parent                       | Donation/Flowers        | \$100.00      |
| Employee's Sibling or Step-Sibling      | Donation/Flowers        | \$100.00      |
| Employee's Grandchild                   | Donation/Flowers        | \$100.00      |
| Employee's Grandparent                  | Donation/Flowers        | \$100.00      |