

Policy: **Get Well and Bereavement Acknowledgment Policy**

Date Originally Approved: **November 29, 2007**

Motion: *That Council approve Policy number 2007 – 25 “Get Well and Bereavement Acknowledgment” as presented; and*

Further that this Policy be effective immediately

Policy Number: 2007 – 25

**Policy Subject: Get Well and Bereavement
Acknowledgment Policy**

Policy Objective

This Policy provides direction to ensure that appropriate acknowledgment is provided while avoiding duplication of the same within the organization

Policy

1. The following shall constitute the form, recipient and qualification for get well and bereavement acknowledgement:

Acknowledgement	Form	Recipient	Qualification
Get Well	Flowers, Fruit Basket, etc.	Staff, and/or Council Members, Spouse, Children	<ul style="list-style-type: none">• Hospitalization (other than overnight)• Lengthy Illness

Bereavement	Flowers, In Memoriam” Donations	Death of Employee and/ or Council Member, Spouse, Child, Mother, Father
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2. The Maximum amount to be expended for each acknowledgement will be \$50.00.
3. The Mayor or his/her designate shall be responsible for the administration of this policy as it relates to Council members.
4. The office of the Chief Administrative Officer shall be responsible for the administration of this policy as it relates to staff members.

<p>Annotation for Official Policy Book</p> <p>Date of Notice to Council Members of Intent to consider: <u>November 15, 2007</u></p> <p>Date of Passage of Current Policy: <u>November 29, 2007</u></p> <p>I certify that this was adopted by Council as indicated above.</p> <p>_____</p> <p>CAO / Clerk</p> <p>_____</p> <p>Date</p>
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