

Manual of Administration

TOPIC: Administration	SUBJECT: Staff Acknowledgement	Code: AD185
		Date of Issue: 02/05
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PURPOSE:

To outline what staff will receive to acknowledge the death of a family member (Bereavement Leave), Medical Leave, births of children, and staff birthdays.

DEFINITIONS:

Medical Leave – Off on Medical Leave in excess of 6 weeks.

Bereavement Leave - Death of spouse, child, grandchild, parent, or parent-in-law.

- For Medical leave or Bereavement Leave as defined above, staff will receive a flower arrangement, gift or fruit basket with an approximate value of \$25.00 from Avenue II. Staff may also choose to send something personally acknowledging the personal issue.
- Births, birthdays, and deaths outside the above definition will be acknowledged by a card. The direct supervisor will be responsible for the card acknowledgement.
- The General Manager will initiate the purchase of the gift and notify Administration.