

Bereavement and Hospitalization

Last Revised: 11 February 2011

Refer Questions To: Executive Director, Administration & Operations

Related Guidelines/Policy:

- *Celebrations*
- *4.13 Funeral Leave (A&O Manual)*

Scope

This procedure applies to all Clerc Center employees.

Procedure

Rationale

The Clerc Center recognizes the relationships built through many years of service to the Clerc Center and Gallaudet University. Clerc Center employees are encouraged to support each other in difficult times.

Expression of Bereavement

The Vice President's Office sends planters on behalf of the Clerc Center for staff members having lost an immediate family member. The Clerc Center defines immediate family members according to policy 4.13 Funeral Leave in the University A&O Manual, and, additionally, extends the honor to mothers-in law, fathers-in-law, brothers-in-law, and sisters-in-law.

Planters are sent to the home of the staff member and delivery is coordinated around any travel that the employee may need to do to attend services. If your team would like to have flowers at the funeral home or service, team members may coordinate the collection of funds and ordering of flowers. Supervisors generally should not solicit funds from staff members.

If a unit supervisor is notified that a family member of a staff member has passed away, please do the following:

- Email the Senior Leadership Team (SLT), the coordinator of Clerc Center Human Resources, and the administrative assistant, Office of the Vice President with as many details as you initially have.
- Check with the teacher/staff member to determine what information he/she would like shared with the community.
- Send an email with whatever message is agreed upon between you and the staff member to your team with a cc to SLT.
- SLT will forward information to their teams as appropriate.

Hospitalizations

Each school, unit, or team may send flowers or other expressions of sympathy or good wishes to employees who are hospitalized. Clerc Center's funds are monitored carefully and federal funds cannot be used for these purposes. Supervisors may not, at any time, solicit funds from employees consistent with federal policy. Determination of how funds might be raised for such expenses will be made on a unit-by-unit basis.

Approved by: Senior Leadership Team (SLT)