

## administration • reference memo

---

keywords

- **ILLNESS AND BEREAVEMENT**
  - **FLOWERS AND GIFTS**
  - **COLLEGE EMPLOYEES**
- 

The Executive Management Group has reviewed the College practice of buying flowers and/or gifts in response to illness or death from departmental budgets. In establishing this policy, an attempt has been made to balance good human relations with accountability for expenditures.

Flowers may be sent to College employees who have a serious illness. Flowers may be sent on the death of a College employee and on the death of an immediate family member of a College employee, which includes spouse/partner or children, but not on the death of extended family members.

Beyond these exceptions, flowers or gifts should be paid for by donation.