

**SUBJECT: EMPLOYEE TRIBUTES**

Senior Management, Deans and Directors may use their departmental operating budgets for the cost of purchasing floral remembrance or other acknowledgement or donation for a regular employee or their families in the following circumstances:

- a) In the event of the death of a regular employee or a member of their immediate family (e.g. spouse, child).
- b) In the event of a serious illness or hospitalization of a regular employee.

Senior Management, Deans and Directors and/or their departments as a whole, are also encouraged to pay tribute to a staff member using personal resources.