



**Policy Title: Family Bereavement Policy**

**Policy #: HR 2020-07  
GEN 2020-01**

**Section: HUMAN RESOURCES**  
Sub-section GEN

<b>Initially Approved:</b>	2006-06-28
<b>Last Reviewed:</b>	2019-07
<b>Council Approval:</b>	2020-02-10
<b>Next Review Scheduled:</b>	2021-07

**PURPOSE:**

It is the intention of Council to extend condolences on behalf of the Village of Warfield to Council Members past or present and Village employees, retirees, and their families, in a consistent manner.

**POLICY GOAL:**

The goal of this policy is to recognize the death of former and/or current Council Members, employees, retirees and their immediate family members by a condolence gift or donation.

**SCOPE:**

This policy applies to all current and former Council Members, employees, retirees of the Village and their immediate families. For the purpose of this policy, immediate family shall be defined as parents, children or spouses.

**PROCESS:**

1. Upon notification of the death of a relevant person, staff is authorized to contribute to the bereaved family of a past or present Council Member a fruit/provisions basket, flower/plant arrangement or a cash donation of equal value to a charity as requested by the bereaved family in an amount up to \$100.00.
2. Upon notification of the death of a relevant person, staff is authorized to contribute to the bereaved family of a present or retired employee a fruit/provisions basket, flower/plant arrangement or a cash donation of equal value to a charity as requested by the bereaved family in an amount up to \$100.00.

Related Policies, Bylaws or Legislation:

None identified.

