

## **Administrative Procedure 409 - Bereavement/Illness and Birth of Child Acknowledgement**

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### **Background**

The Division seeks to acknowledge events of bereavement of a family member as well as the birth of a child in the lives of its employees.

### **Definitions**

*Immediate family* refers to the spouse, parent, or child of any employee.

### **Procedures**

1. Bereavements
  - 1.1. A donation of \$50 will be sent on behalf of the immediate family to a charity of choice as appropriate and determined by the family.
2. Birth of Child
  - 2.1. A gift card of \$50 will be provided upon the birth of a child.
3. The Assistant Superintendent of Human Services will coordinate and implement this initiative.
4. Principals and supervisors are requested to inform the Assistant Superintendent of Human Services of events covered by this Administrative Procedure when they become aware of them.

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Reference: Section 33, 52, 53, 68, 197, 222 Education Act

Effective: 2000-02-10

Amended: 2010-02-18; 2021-01-19; 2022-01-01