



**CONDOLENCE AND GET WELL**

Department	Administration	Policy No.	0340-016
Section	Human Resources	Date Approved by Board	May 11, 2017
Repeals		Board Resolution #	RD/17/05/09

Amended	September 10, 2020	Board Resolution #	RD/20/09/30
Amended		Board Resolution #	
Amended		Board Resolution #	

Repealed		Board Resolution #	
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**1. Purpose**

1.1 The purpose of this Policy is to provide guidance on the distribution of condolence and get well gifts in the case that the PRRD is notified of a death, serious illness, or hospitalization of longer than 48 hours.

**2. Scope**

2.1 This Policy applies to current and former Directors of the PRRD Regional Board (Board Members), current and former PRRD staff, and the [immediate family](#) of each.

**3. Definitions**

3.1 *Immediate Family*: refers to:

- a) the spouse, child, parent, guardian, sibling, grandchild or grandparent of an employee;
- b) the child or parent of an employee's spouse; and
- c) any person who lives with an employee as a member of the employee's family.

**4. Policy**

4.1 That the Regional Board approve a maximum of \$100 per occasion, to be paid from the Legislative Regional Function, when notified of the death of a current or former Board Member, or current Board Members’ immediate family; or current or former employee, or current employee’s [immediate family](#).

4.2 That the Regional Board approve a maximum of \$100 per occasion, to be paid from the Legislative Regional Function, when notified of a serious illness or hospitalization of more than 48 hours of a current or former Board Member or current Board Member’s



immediate family; or current or former staff member, or current staff member's immediate family.

- 4.3 The Board Chair and Chief Administrative Officer may request that Administration send flowers or a contribution in other similar circumstances not described in this Policy.

Affiliated Procedure	Condolence and Get Well Procedures
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