

**KENORA DISTRICT SERVICES BOARD
POLICY and PROCEDURE**

TITLE: SYMPATHY, BIRTHS, HOSPITALIZATION	SECTION: HUMAN RESOURCES
EFFECTIVE DATE: March 20, 2008	POLICY NO.: KDSB-HR-II-09
APPROVED BY: Resolution No. 2008-47	AMENDED BY:

1. POLICY STATEMENT

It is the policy of the Kenora District Services Board to recognize certain events in the lives of KDSB employees.

2. PURPOSE

The Kenora District Services Board will express its support, in an appropriate manner, to KDSB employees who face joyful, sorrowful or special occasions in their lives.

3. PROCEDURE

Upon notification of a bereavement, birth of a child, or hospitalization of a KDSB employee, the Chief Administrative Officer will ensure an appropriate tribute or donation is made on behalf of the KDSB.

(1) Bereavement

A floral tribute or charitable donation in the amount of \$50.00 will be presented on behalf of the Board of Directors and staff to KDSB employees upon the death of the employee's spouse or partner, child, step-child or parent.

(2) Births

A floral tribute or gift basket in the amount of \$35.00 will be presented on behalf of the Board of Directors and staff to KDSB employees upon the birth of his/her/their child.

(3) Hospitalization

A floral tribute or gift basket in the amount of \$35.00 will be presented on behalf of the Board of Directors and staff to KDSB employees when he/she is hospitalized (for a period exceeding 48 hours) or is recuperating at home following major surgery or an accident.