



### **Expression of Sympathy or Congratulations**

In order to achieve consistency with all staff members, this guideline will be used for an expression of sympathy or congratulations.

Staff member means any Division Office employee, Board member, or school administrator. Other associates of the educational community will be considered on an individual basis.

1. A Staff member who is hospitalised will receive a get-well card.
2. On the death of a staff member, an expression of sympathy will be sent to the spouse or immediate family. On the death of the spouse, child, mother or father of a staff member, an expression of sympathy would be sent to the staff member.
3. Congratulations for special events such as the birth of a child, adoption or a wedding will be offered.
4. This procedure will be administered by the Executive Assistant. The Superintendent/CEO may make exceptions to the guidelines mentioned above.
5. School administrators and/or Division administrators may wish to develop guidelines for their respective areas.