

ST. JOSEPH ACADEMY
(SJA)

Department:	Human Resources
Number:	300.12
Effective Date:	3/24/05
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Revised Date:	1/24/2020
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I. Policy: To establish consistent recognition of employees and their family members upon birth of child or upon serious illness, injury, medical procedure or death.

II. Procedures:

- A. St. Joseph Academy can provide flowers or other comparable item (\$50.00 total) when certain events occur for an employee or their immediate family member.
- B. Flowers can be sent to employees for birth of a child or extended serious illness or surgery.
- C. Flowers can be sent to funeral of employee or member of employee's immediate family.
- D. In these circumstances, immediate family is defined as parent, spouse, child or sibling.
- E. Flowers or other comparable items will be ordered, purchased and coordinated by the Human Resources Department.
- F. Flower shop used is Southside Gardens, 1576 W. Oklahoma Avenue, #414-647-8202 unless delivery is out-of-area.
- G. Card will be included from the organization, St. Joseph Academy.
- H. If an individual wishes to give a gift, card should state that it is a personal gift and not from the organization.

President/CEO and/or Human Resources Director reserves the right to make exceptions.

Approved by:



Director of Human Resources

Date

2/10/21

Approved by:



President/CEO

Date

2/9/2021