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:  
Signed: [Signature]  
Role: Director of Human Resources  
Date: 2/10/21

Approved by:  
Signed: [Signature]  
Role: President/CEO  
Date: 2/19/2021