

ST. JOSEPH ACADEMY  
(SJA)

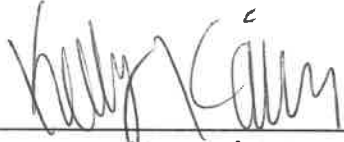
Department:	Human Resources
Number:	300.12
Effective Date:	3/24/05
Review Date:	7/21/2023
Revised Date:	7/28/2023
Page:	1 of 1

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 the funeral of an 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. Card will be included from the organization, St. Joseph Academy.
- G. 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 8/4/23

Approved by:   
President/CEO

Date 8/4/23