

Title:	Expression of Sympathy Policy	Policy Number: 400-13
Policy Type:	Human Resources	
Approval By:	Resolution Number RB 1985-01-21	
Approval Date:	January 21, 1985	
Revised Dates:	December 19, 2016; January 2020; October 2022	
Review Date:	December 2025	

PURPOSE:

This policy outlines the Library Board's method of expression of sympathy.

SCOPE:

This policy applies to current employees and Library Board members and their immediate families.

DEFINITIONS:

Immediate family – refers to spouse/partner, son, daughter, mother, father, grandchildren, grandparents, mother-in-law, and father-in-law.

Spouse – refers to the following:

- (a) to whom the person is married, or
- (b) with whom the person is living outside marriage in a conjugal relationship, if the two persons,
 - (i) have cohabited for at least one year,
 - (ii) are together the parents of a child, or
 - (iii) have together entered into a cohabitation agreement under section 53 of the *Family Law Act*; ("conjoint")

POLICY STATEMENT:

The Board shall recognize the passing of a current employee or Library Board member, and their immediate family by sending an expression of sympathy with the value determined annually by the Board.

The CEO may grant approval for other unforeseen situations that are deemed appropriate.

The employee's supervisor shall be responsible for notifying Administration of the death. Administration shall then make the necessary arrangements.