

<b><i>SYMPATHY UPON THE DEATH OR MAJOR ILLNESS OF AN EMPLOYEE OR FAMILY MEMBER</i></b>	<b>POLICY</b>	
	<b>Document Number:</b>	FRS-PL-050
	<b>Version Number:</b>	01

**1.0 Purpose:**

To establish a policy for sending flowers and memorials at the death or major illness of an employee or an employee's immediate family.

**2.0 Scope:**

This procedure applies to all VTA work units, departments, divisions, and work sites.

**3.0 Responsibilities:**

- 3.1 The Chief of Staff, Chief Financial Officer, or their designee is authorized to approve exceptions to this policy.
- 3.2 The Human Resources Department (HR) will be responsible for notification to the VTA community via VTA's internal website HUB and reconciliation of the florist invoices.
- 3.3 A Division Chief, Director, or designee will be responsible for notifying Human Resources of the deceased employee or family member, and requesting flowers and/or other appropriate gesture of sympathy.

**4.0 Policy:**

- 4.1 The usual means of expression shall be by providing flowers at the home of the employee or family, hospital, funeral parlor, funeral, or memorial service as preferred by the employee and family. The maximum amount allowable for flowers, card, other appropriate gesture of sympathy, considering reasonableness, practicality, and IRS guidelines on taxability, shall be \$100.00. Actual cash awards and gift certificates are specifically disallowed.
- 4.2 In the event that the employee/family requests a donation in lieu of flowers, the Chief of Staff or Chief Financial Officer or their designee will request a check to be delivered to a charity or fund designated by the employee or employee's family. The amount of the check shall not exceed \$100.00.
- 4.3 HR will be responsible for notifying the VTA community via VTA's HUB and making arrangements for flowers, condolence card and/or any other appropriate gesture of sympathy for the family suffering the loss. Payment will be arranged by HR by creating a payment request, use of the Corporate Credit Card, or communication with a predefined florist. The information listed below should be conveyed to HR:
  - a) Provide date of death; and time, date and location of services.
  - b) Provide instructions if flowers or donation is being requested.

<b><i>SYMPATHY UPON THE DEATH OR MAJOR ILLNESS OF AN EMPLOYEE OR FAMILY MEMBER</i></b>	<b>POLICY</b>	
	<b>Document Number:</b>	FRS-PL-050
	<b>Version Number:</b>	01

- If donation, provide the name of the charity or fund.

**5.0 Definitions:**

Family: An immediate family member is defined as a spouse or registered domestic partner, child, parent, or sibling.

**6.0 Records:**

Record of order, employee, purpose of request (whether illness or death), and reconciliation of invoices.

**7.0 Appendices**

N/A.


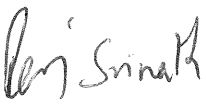

**8.0 Training Requirements:**

N/A.

**9.0 Summary of Changes:**

Initial release of this policy.

**10.0 Approval Information:**

<i>Prepared by</i>	<i>Reviewed by</i>	<i>Approved by</i>
 Cathy Quail, Disbursements Manager	 Raj Srinath, Chief Financial Officer	 Nuria I. Fernandez General Manager/CEO

5/27/15  
Date

<b>Original Date:</b>	<b>Revision Date:</b>	<b>Page 2 of 2</b>
5/22/2015	N/A	