

SCHOOLCRAFT COLLEGE
18600 Haggerty Road, Livonia, Michigan 48152-2696

REMEMBRANCE FUND

PURPOSE

When the College becomes aware of a death or an illness, an allocation from the Remembrance Fund may be appropriate. The purpose of the Remembrance Fund is to let employees know they are being thought of in time of illness and/or family grief, and that an appropriate gift or flowers will be sent.

TO WHOM A REMEMBRANCE SHALL BE SENT

ILLNESS

To a full-time or regular part-time employee when it is apparent that the employee may be confined in the hospital for a period of five consecutive work days, or at home for ten or more consecutive work days.

DEATH

For a full-time or regular part-time employee, and/or their spouse, parents, sibling, or child.

TO WHOM CARDS SHALL BE SENT

ILLNESS

Get well cards may be sent to a full-time or regular part-time employee when it is apparent that the employee will be confined in the hospital for a period of five or more consecutive work days, or at home for ten or more consecutive work days.

DEATH

In case of a death in the employee's family, and where a remembrance has not been sent, a sympathy card will be sent to the employee.

Revised—Cabinet
February 21, 1985
August 8, 1988
August 7, 1992
May 2, 1997
October 11, 1999
February 4, 2003
Reviewed—Human Resources—No Changes
August 14, 2019