

Rose-Hulman Institute of Technology FACILITIES OPERATIONS	Facilities Operations Policy Manual Policy: Bereavement/Hospitalizations
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1.0 Purpose

- 1.1 Rose-Hulman Institute of Technology's Facilities Operations established a Bereavement/Hospitalizations Policy to promote positive employee relations.

2.0 Policy

- 2.1 In the event of a death of an employee's immediate family member, managers and directors will apply RHIT policy, in consultation with the Office of Human Resources, to determine if the employee is eligible for bereavement leave. If eligible for bereavement leave, a plant or flower arrangement will be sent to the employee on behalf of Facilities Operations.

In the event that an employee is hospitalized overnight, a plant or flower arrangement will be sent to the employee on behalf of Facilities Operations.