



HURON-PERTH CATHOLIC

District School Board

Expression of Sympathy/Get Well

Adopted:	February 23, 1998	Policy #:	P 3.4.3.
Revised:	January 26, 2026	Policy Category:	3.4. Human Resources

BELIEF STATEMENT:

As a Catholic community, the Huron-Perth Catholic District School Board recognizes the importance of prayer and offering gestures of support through memorial donations for members of our staff, the Board of Trustees, and former staff when there is a serious illness or death. One of the spiritual acts of mercy within our faith tradition is to pray for the living and for the souls of the dead; as such, the offering of a Mass is a very important opportunity for our Catholic community to surround the family member who is bereaved with the Church's ultimate prayer through the sacrifice of the Mass. Furthermore, this reminds everyone that we come together in times of celebration, challenge and mourning. At all times, our faith guides us and gives us hope.

POLICY STATEMENT:

It is the policy of the Huron-Perth Catholic District School Board that expressions of sympathy and get well be sent to permanent employees (current and former), long-term occasional employees, students enrolled in a school operated by the Board and trustees of the Board in the case of death or serious illness for themselves or immediate family (subject to the procedures of this policy).

PROCEDURES:

All staff are encouraged to notify the Office of the Director of Education to support the following procedures:

1. In the event of death, a **floral arrangement** or a **charitable donation** shall be sent to the funeral home and a **Mass offering** for the repose of the soul of the deceased shall be sent to the Pastor in the home Parish of the survivor(s) on the Board's behalf, in the case of the death of:
 - a) A permanent or long-term occasional employee and immediate family including the mother/father of the employee, includes step-parents/step-children;
 - b) A student enrolled in a school operated by the Board;
 - c) A trustee and immediate family including the mother/father of the trustee;
 - d) A Pastor in the Huron-Perth Deanery (active and retired).
 - e) A Principal or Administrator of the Board (active and retired).
2. In the event of death, a **Mass offering** for the repose of the soul of the deceased shall be sent to the Pastor in the home Parish of the survivor(s) on the Board's behalf in the case of the death of:

- a) A permanent or long-term occasional employee's father-in law, mother-in-law, brother, sister, brother-in law or sister-in-law;
 - b) A trustee's father-in-law/mother-in law, brother, sister or brother-in-law/sister-in-law;
 - c) A former trustee or former trustee's immediate family;
 - d) A former employee or former employee's immediate family.
 - e) A former student (with siblings in the system);
 - f) Immediate family of a student in the system.
3. In the event of illness, a **get well card** and a **flower arrangement** shall be sent to a hospitalized trustee or permanent/long-term occasional employee on the Board's behalf.

DEFINITIONS:

- N/A

REFERENCES:

- N/A

RESOURCES, APPENDICES AND FORMS:

- N/A