

Flower Fund

Summary

The university's procedure on providing flowers to employees in home confinement or hospice care.

Purpose

To provide guidance to employees on benefits of the flower fund.

Procedure

Flowers are sent to employees under the following circumstances:

- Home illness with confinement of more than a week (over seven days), under doctor's care*
- Hospital or nursing home confinement of at least three days*

*Flowers will be sent for each new confinement separated by a period of at least three months.

Flowers are sent upon the death of an employee or of a member of the employee's immediate family – spouse, child, parent (foster parent or guardian), brother or sister. Upon request of the immediate family, a contribution may be made to a designated charity in lieu of sending flowers. Rather than wiring flowers long distance, the University will contribute to a charity designated by the family. All flowers or contributions are sent with a card signed: Faculty and Staff of Columbus State University.

It is the responsibility of the employee's department chair or supervisor to notify the Secretary to the Vice President for Business and Finance in cases of illness or death as outlined above.

Related USG Policy

N/A

Last Update

6/5/18

Responsible Authority

CSU Human Resources