

UTMB – LOGISTICS ADMINISTRATIVE POLICY HANDBOOK

Section	1	Logistics Administrative Policies	Effective	05/01/2000
Policy	1.9	Recognition - Flowers	Revised	12/01/2005 12/01/2007

Audience:

All Logistics personnel.

Purpose:

To provide guidelines for recognition of hospital stays or funerals.

Policy:

Flowers may be provided for in-patient hospital stays or surgery of Logistics employees and their spouses.

Flowers may be provided for the funeral of a Logistics employee or a member of the employee's immediate family.

Definition:

For the purposes of this policy, immediate family is defined as the employee's:

- Spouse
- Children
- Parents
- Grandparents
- Siblings (brothers and sisters)

Procedure:

Requests for flowers are to be submitted to the area's BUCC representative. When approved, submit a service request in SAS Online.

Flowers for hospital stays or surgery will not be given for repeated hospitalization or treatment of the same illness or incident. Cost of flowers must not exceed \$50 and must be paid from designated funds.

Flowers for funerals must not exceed a cost of \$100 and must be paid from designated funds. Monetary donations to a trust fund established by the family at a bank, a charity or society may be made in lieu of flowers.

Approved by Leadership: _____

Date: _____