

# MEMORANDUM

TO: AMT, SMG, Chairs of Departments

FROM: Ross Paul, President

DATE: November 15, 1994

RE: **Funeral Attendance**

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Several recent deaths in the Laurentian University "family" have prompted me to address the issue of a policy for administrative attendance at funerals. All members of this community are deeply affected by the personal tragedy a death represents. In order for us to have a coordinated approach ensuring our presence and support at funerals involving our personnel, the following procedure has been adopted by the Executive Group.

In the case of the death of an employee, the spouse or partner of an employee, or the child of an employee, the following members of the University community will attend the funeral, if they are in the city:

- President
- Vice-President and Executive Director, University Advancement
- Department or Unit head
- any staff members or colleagues from the unit involved who wish to attend, assuming

the unit is able to continue functioning. In the case of units with small staffs, every effort will be made to allow any University employee who wishes to attend to do so.

Any individual within the first three categories who is unable to attend should advise Janet SAILIAN, so that we may ensure adequate representation. This will be considered to be minimal attendance, as other unit heads and staff may wish to attend and every effort should be made to allow them to do so.

Attendance at funerals involving other deaths within the families will be handled by the head of the unit, with the clear expectation being that all efforts will be made to ensure a caring attitude is reflected in the manner in which we deal with each case.

I would appreciate your support in implementing this procedure. Thank you for your consideration.

c.c.: Executive Group  
Janet SAILIAN; Communications