



## Guidelines for Staff Acknowledgements

### Administrative Procedure 2.A.22 – Acknowledgement Form

School/Department:	
Principal/Supervisor:	
Date of Submission:	

Submit forms to: [info@esd.ca](mailto:info@esd.ca)

<b>Bereavement</b> - Send a copy of the obituary with this form if available			
Name of Staff Member	Full Name of Family Member	Relationship to Staff Member	Donation To: (Name/Address)

<b>Illness</b>			
Name of Staff Member	Hospitalization/ Illness/Surgery	Date of Absence (10+ days)	Fruit Basket (OFFICE USE ONLY)

<b>Congratulations</b>			
<b>Section A</b>	<ul style="list-style-type: none"> <li>• <i>Completes a degree</i></li> <li>• <i>Receives a special honour</i></li> <li>• <i>Receives an award</i></li> </ul>		
	<b>Name of Staff Member</b>	<b>Description</b>	<b>Letter of Congratulations (OFFICE USE ONLY)</b>
<b>Section B</b>	<ul style="list-style-type: none"> <li>• <i>An addition to the family</i></li> <li>• <i>Marriage (include name of spouse)</i></li> <li>• <i>Acknowledging the death of a recently retired employee</i></li> </ul>		
	<b>Name of Staff Member</b>	<b>Description</b>	<b>Card (OFFICE USE ONLY)</b>