



Bereavement Policy

Effective: January 1, 2024

LEVA's Executive Secretary should be notified as soon as possible when a member experiences catastrophic change or loss where Board acknowledgement may be considered appropriate. With the Board's majority concurrence, LEVA's Board Chair may send an expression of sympathy on behalf of LEVA when notified of such an occurrence. The expression may be limited to words of sympathy or a card sent on behalf of the organization. In extraordinary circumstances, as voted on by the Board, LEVA funds may be used for flowers or donations be made on behalf of LEVA.

For the purposes of this policy, a catastrophic change or loss is defined as::

- Unexpected or untimely death of spouse or partner
- Unexpected or untimely death of a child
- Loss of home to fire or natural disaster
- The member (or spouse, partner or child) is a victim of a catastrophic violent crime

If appropriate, and with the majority concurrence of the Board and family approval, LEVA will make every effort to notify its membership of the death (or loss) including any arrangements. The notification will state, if applicable, that individual LEVA members may wish to personally send a grieving colleague flowers or a card or make a donation to the family's charity of choice. Notification via email may include links to the requested charity, planned benefit, crowdfunding link, and/or email or home address provided by the member or designee.