



THE OHIO STATE UNIVERSITY

MARION

## Expression of Sympathy/Congratulations Guidelines

**Issued:** 02/24/2020

**Purpose:** To provide guidance on and consistent application of expressions of sympathy, get well, and congratulations to members of our campus community.

The Dean and Director of The Ohio State University at Marion, on behalf of the faculty and staff, will send expressions of sympathy, get well, and congratulations as outlined below. It will be at the Dean's discretion as to the appropriate form of expression to be sent. (e.g. card, flowers/balloon, donation, etc.). Monies for gifts of expression will come from the Dean's discretionary funds with a maximum amount to be spent of \$75.00 on each incident. Donations can be made to only named tax-exempt organizations that are organized and operated for charitable, scientific, or educational purposes consistent with the university mission. **Faculty and staff members, upon learning of a birth, hospitalization, or death, should notify the Dean's administrative assistant.**

### Applies to:

- Current faculty and staff members who are hospitalized or who have lost an immediate family member.  
**Immediate family member:** Spouse; domestic partner; mother; father; sister; brother; biological, adopted or foster child; stepchild; legal ward; grandparent; grandchild; mother-in-law; father-in-law; sister-in-law; brother-in-law; daughter-in-law; son-in-law; grandparent-in-law; grandchild-in-law; or corresponding relatives of the employee's partner.
- Current faculty and staff members who have given birth or adopted a child.
- Current board members, donors who are hospitalized or who have lost a spouse or significant other.
- Death of a retired board member, donor, faculty, or staff member.

In no way do these guidelines prohibit an individual or a department from sending expressions of sympathy or congratulations to campus community members. In such instances, the individual or department will use personal funding, no university funding will be permitted.

This guideline may need updating from time to time to remain compliant with university expenditure policy.