

Bereavement Notification Procedure for Recognition Services

Guideline Statement

In addition to the Bereavement Leave Policy, there are uniform guidelines for providing notification to the IU Northwest Campus and observation of arrangements related to the death of immediate family members and fellow employees or retirees of Indiana University Northwest.

This notification process does not replace the Bereavement Leave Policy associated with attendance of a funeral related to the death of an eligible individual.

Eligibility

All appointed staff, faculty and IU Northwest Retirees may request recognition for the following relatives (in alignment with FMLA eligibility): parent, spouse, child, and domestic partner.

Procedures

A faculty member or staff employee (or supervisor) who wishes to notify the Office of Human Resources of the death of an eligible relative, may complete the IU Northwest Bereavement Notification Form. This form allows for the request of a floral arrangement and resolution document on behalf of the IU Northwest campus.

Recognition services provided after the completion of the form will be contingent on the following:

- The employee consents to the campus being notified.
- The form is filled out completely.
- There was sufficient time given between submitting the form and the expected delivery of floral arrangements (minimum 48 hours).
- Verification of the death was provided to the IU Northwest Office of Human Resources. Documentation can be submitted in the following ways:
 - Attachment to the IUN Notification form
 - Mailed to the IUN HR Office at 3400 Broadway (Attn: HR)
 - Emailed to hrnw@iun.edu.

Additional Resources

- [A Guide for Faculty & Staff Employees After the Death of a Loved One](#)
- [A Guide to Survivor & Beneficiary Benefits For Survivors and Beneficiaries of IU Academic and Staff Employees and Retirees](#)
- [Time Off for Funerals and Bereavement – University Policy](#)
- [Death of a Family Member – IUHR Homepage](#)