

IPAC EASTERN ONTARIO

A Chapter of Infection Prevention and Control (IPAC) Canada

SECTION:	Finance	ORIGINATED:	November 2015
TITLE:	Life Event Recognition	REVISED:	June 2016
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PURPOSE: To provide a consistent and transparent process for the recognition of chapter members who experience life events including Personal Life Events, Extenuating Hardship or Retirement from the Chapter.

POLICY:

1. Personal Life Events will include: childbirth or adoption of a child, marriage, death of an immediate family member (spouse or partner, child, parent, brother, sister), scheduled short term illness or injury requiring short term absence from work (i.e. scheduled or planned surgery)
2. Extenuating Hardships will include: a major event experienced by a member that has a significant negative impact on the life of the member such as a house fire, serious illness or accident requiring hospitalization or injury resulting in the inability to work or long term rehabilitation, sudden onset of care giving requirements for children, parent, spouse or partner
3. A Retirement Recognition will be provided to a current member who is retiring from the chapter.
4. Other Life Events may be included following discussion by the executive and a majority vote must be accomplished before proceeding with the recognition.

PROCEDURE:

1. Any current chapter member who is aware of a life event may notify a member of the IPAC - EO executive. To protect the privacy of individual chapter members, any member who is notifying the IPAC – EO executive of a life event of another member is responsible to ensure that the member has provided verbal consent to share that information.
2. The executive member will notify the remainder of the executive regarding the life event and the recommended chapter response will be followed.
3. Any discrepancies of the chapter response will be discussed by the executive who will vote on the issue. A majority vote (50% plus 1) is required to proceed with a recommendation.
4. In response to a **Personal Life Event** an appropriate card recognizing the event will be mailed by the chapter president (or delegate).
5. In response to **Extenuating Hardships**, an executive meeting will be called by the Chapter President (or designate) to discuss options for support and to determine who will complete the response. The response may vary depending upon the circumstances and need. The response will include an appropriate card and may include a monetary gift of \$100.00.
6. In response to a **Retirement**, the president (or delegate) will send or present a card to the individual.

REFERENCES

1. IPAC-EO Terms of Reference (<http://eo.ipac-canada.org/photos/custom/PDF/TOR.pdf>)
2. IPAC Nova Scotia Guidelines for Life Event Recognition (adapted with permission), available at: <http://www.ipac-canada.org/IPAC-NS/IPAC%20NS%20Life%20Events%20Determination%20-%20revised%20Sept%202015.pdf>.