



# Policy on Travels to attend Funerals or other Special Events

## Kativik School Board

Adopted by the Council of Commissioners on: December 12, 2000

As per resolution #: 2000/01-10

The Council of Commissioners recognizes the importance of having delegates to represent the Board in special events and special circumstances.

### **1) General principle**

1.1 This policy sets the rules applicable to travels in case of funerals or other special events.

### **2) Requirements**

2.1 The Director-General, in consultation with the President, may decide to delegate representatives to the funeral of a Board employee, an official representative of the Board, past or present, a person intimately connected with the Board or some prominent figure not necessarily linked with the Board.

2.2 The Director-General, in consultation with the President, may decide to delegate representatives to some important event taking place outside the scope of the Board's regular activities.

2.3 There should be no more than two representatives. Those should be from the Executive Committee, or the Senior staff, or other employees or representatives who may have had some special involvement with the concerned person or event.

2.4 Travel costs shall be covered from the regular travel budget of each traveler's department.

2.5 Employees of the Board may use their social trips to attend funerals of relatives, with the authorization of their immediate superior and as per established working conditions.

### **3) Application of this Policy**

3.1 The Executive Committee may decide on other measures in special circumstances.

3.2 The Director-General is responsible for the application of this policy.

3.3 The present policy replaces any previous policy of the Board on the same matter.