



HOLY FAMILY ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 140

OPERATIONS AND PROCEDURES

CATEGORY: HUMAN RESOURCES
TITLE: EMPLOYEE WELLNESS
CODE: 4092 Flu Shots

Reference Matrix	
Education Act (1995)	
Other Relevant Acts	
Holy Family Related Procedures	
Holy Family Related Manuals	Holy Family RCSSD No. 140 Board of Education Policy Manual
Resources (Ministry, SSBA, SCSBA, etc.)	
Date Processed	October 12, 2016

Background:

The Board of Education will support the provision of Flu Shots for staff members in the Division.

Procedures:

1. Flu shots are voluntary.
2. The Board of Education shall reimburse to a maximum of Ten Dollars (\$10.00) per person, the costs associated with flu shots for staff employed by the Board of Education if there is a charge.
3. The employee shall present evidence of having received the flu shot and proof of payment to Central Office, at which time reimbursement shall be made.