

Bereavement Notification Procedure for Recognition Services

Updated: 4/30/26

Guideline Statement

In addition to the Bereavement Leave Policy, Indiana University South Bend maintains uniform guidelines for providing campus notification and recognition services for the death of immediate family members of faculty and staff, as well as for deceased employees and retirees of Indiana University South Bend.

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 South Bend retirees may request recognition services related to the death of the following immediate family members (in alignment with FMLA eligibility):

- Parent
- Spouse
- Child
- Domestic Partner

Recognition Services

The IU South Bend Bereavement Notification Form may be used to request the following recognition services on behalf of the IU South Bend campus:

- Campus Notification
 - A campus notification may be distributed regarding the death of an eligible immediate family member, current employee, or retiree, with the consent of the employee or family representative.
- Floral Arrangements
 - Floral arrangements may be requested for eligible immediate family members of faculty, staff, or retirees, subject to submission timelines and approval requirements.
- Resolution Statements
 - Resolution statements are issued in recognition of deceased current employees and IU South Bend retirees. At this time, resolution statements are not extended to immediate family members of employees, faculty, or retirees.

Procedures

A faculty member, staff employee, retiree, or supervisor who wishes to notify the Office of Human Resources of the death of an eligible individual may complete the IU South Bend Bereavement Notification Form.

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

- The employee or appropriate family representative consents to the campus notification.
- The form is completed in its entirety.
- Sufficient time is provided between the submission of the form and the requested delivery date for floral arrangements (minimum of 48 hours recommended).
- Verification of death is provided to the IU South Bend Office of Human Resources.

Acceptable verification documentation may include:

- Obituary
- Funeral program
- Memorial announcement
- Other official documentation confirming the death

Documentation may be submitted in the following ways:

- Attached to the IU South Bend Bereavement Notification Form
- Mailed to the IU South Bend Office of Human Resources
Indiana University South Bend
Administration Building 223A
1700 Mishawaka Avenue
PO Box 7111
South Bend, IN 46634-7111
- Emailed to: vivgunda@iu.edu or iusbhr1@iu.edu

Additional Resources

- [Time Off for Funerals and Bereavement – University Policy](#)
- [Death of a Family Member – IUHR Homepage](#)
 - Downloadable printable guides (at the bottom of the page) for
 - Guide for IU Employees after the Death of a Loved One
 - Guide for Survivors and Beneficiaries of IU Employees