
UCLA Procedure 115.1 Lowering of University Flag to Half-Mast (Upon Death of Employee or Elected Student Government Official)

Issuing Officer: Associate Vice Chancellor - General Services
Responsible Dept: Facilities Management
Effective Date: November 21, 2008
Supersedes: UCLA Procedure 115.1, dated 7/1/1998

I. REFERENCES
II. GENERAL POLICY
III. PROCEDURES

I. REFERENCES

1. UCLA Policy 115, Display of Flags;
2. UCLA Policy 160, Faculty, Staff, or Student Death Response and Reporting;
3. UCLA Procedure 160.1, Employee Death Reporting;
4. UCLA Procedure 160.2, Student Death Response and Reporting.

II. GENERAL POLICY

The lowering of flags to half-mast at campus locations is done, traditionally, upon the death of certain designated persons, as set forth below.

- A. Upon the death of a Federal or State official, or otherwise at the direction of the President of the United States or the Governor of California, the flag of the United States will be lowered to half-mast for the period of mourning announced in the proclamation; the State and University of California flags must also be lowered to half-mast, accordingly, if flown.
- B. The UCLA campus follows the practice of honoring any campus employee or elected student government official upon his or her death by lowering to half-mast the University flag only at the Pauley Pavilion location for one day (refer to Section III. below). The first Thursday and Friday of each month are reserved for commemoration of deceased UCLA employees and deceased student officials or others, as the Chancellor deems appropriate, who passed away the previous month.

In all cases above, an appropriate notation is placed on the plaque located at the base of the flagpole.

III. PROCEDURES

RESPONSIBILITY	ACTION
Department Head	Upon notification of the death of an academic or staff employee, contacts the Chancellor's Office and requests lowering of the University flag to half-mast.
OR	
Student Government Association President (Graduate or Undergraduate)	Upon notification of the death of an elected student government official, contacts the Chancellor's Office and requests lowering of the University flag to half-mast.

RESPONSIBILITY	ACTION
Chancellor's Office	In accordance with UCLA Policy 160, prepares a Death Notice form after being notified of a death and forwards copies to appropriate departments as noted on the form.
	If a request for lowering of the flag is approved, contacts Facilities Management with information regarding deceased UCLA employee(s), deceased student official(s) or others, as the Chancellor deems appropriate, in advance of first Thursday and Friday of the month following their death. <u>Note:</u> If the first day of the month falls on a Friday, the flag will be lowered the following Thursday and Friday (the 7th and 8th of the month).
Facilities Management	Coordinates details for lowering University flag to half-mast at Pauley Pavilion location in accordance with the flag protocol described in UCLA Policy 115, and placement and removal of 3 x 5 index cards in flagpole plaque.

Issuing Officer

/s/ Jack Powazek

Associate Vice Chancellor - General Services

Questions concerning this policy or procedure should be referred to the Responsible Department listed at the top of this document.
