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

Issuing Officer: Associate Vice Chancellor, Facilities Management
Responsible Dept: Facilities Management
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I. PURPOSE & SCOPE

In accordance with UCLA Policy 115, this Procedure sets forth the process for lowering the University flag at half-mast to honor the deaths of a UCLA employee, elected student government official, or others as the Chancellor or Chancellor's designee deems appropriate.

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 in UCLA Policy 115.

The UCLA campus follows the practice of honoring any UCLA employee or elected student government official upon their 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 of each month are reserved for commemoration of deceased UCLA employees and deceased student officials or others, as the Chancellor or Chancellor's designee deems appropriate, who passed away the previous month.

III. PROCEDURES

RESPONSIBILITY	ACTION
Department Head	Upon notification of the death of an academic or staff employee (see UCLA Policy 160 and Procedure 160.1), contacts the Chancellor's Office and requests lowering of the University flag to half-mast.
OR	
Dean for Students	Upon notification of the death of an elected student government official (see UCLA Procedure 160.2), contacts the Chancellor's Office and requests lowering of the University flag to half-mast.

RESPONSIBILITY	ACTION
Chancellor's Office	<p>The Chancellor or Chancellor's designee approves or disapproves lowering of the University flag to half-mast and notifies the appropriate departments.</p> <p>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, in advance of first Thursday of the month following their death.</p> <p><u>Note</u>: If the first day of the month falls on a Thursday, the flag will be lowered the following Thursday (the 8th of the month).</p>
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.

IV. REFERENCES

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

Issuing Officer

/s/ Kelly Schmader

Associate Vice Chancellor, Facilities Management

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