York Teaching Hospital NHS Foundation Trust is committed to celebrating the life and work of those who have died in service. This can help the process of grief and be a positive way of remembering people.

The loss of a member of staff is difficult to face especially if their death is sudden or unexpected, this leaflet has been provided to help managers know how to memorialise this loss. The Trust has provided areas within each hospital site, an artistic feature has been placed in these areas to remember staff who have died in service. Features at the larger hospital sites allow for the staff colleagues names to be placed on them, Pillars Of Reflection at York Hospital, Tree of Life at Bridlington and Scarborough Hospitals.

(For the purposes of this document the term “death in service” relates to someone who has died whilst still working in the organisation or who has passed away due to ill health within a year of leaving the organisation)

For more information please contact the Staff Benefits team on 01904 721170 or 01723 385262 or email staffbenefits@york.nhs.uk
Staff Remembrance Memorial Request Form

Request form for a name to be added to the Staff Remembrance Memorials. Before completing this request form please consider the wishes of the family and any “known” wishes of the individual. The form is to be completed by the line manager of the deceased staff member.

A memorial service can be arranged please contact the Chaplains directly.

Please process this request for the following person’s name to be placed on the Staff Remembrance Memorial. (Please ensure correct spelling of name).

### Name of person to go on remembrance memorial:

### Actual name to go on remembrance memorial:

i.e. William = Bill

<table>
<thead>
<tr>
<th>Location</th>
<th>Installation</th>
<th>Tick</th>
</tr>
</thead>
<tbody>
<tr>
<td>York Hospital Main Reception</td>
<td>Pillars of Reflection</td>
<td></td>
</tr>
<tr>
<td>Scarborough Hospital courtyard</td>
<td>Tree of Life</td>
<td></td>
</tr>
<tr>
<td>Bridlington Hospital courtyard</td>
<td>Tree of Life</td>
<td></td>
</tr>
</tbody>
</table>

Managers name:

Contact phone Number:

Department:

Signature:

Please return this form to:
Staff Benefits, Park House, Bridge Lane, York. YO31 8ZZ.
Tel: 01904 724099 or 721170
e-mail: staffbenefits@york.nhs.uk