

Bereavement Acknowledgement - Plant Request

HCC acknowledges bereavement of benefits eligible employees who lose a family member for whom bereavement leave may be taken. The specific family members are outlined in the online HR Policy.

Information regarding Plant request may be emailed to hrbenefits@hccs.edu; faxed to (713)718-8599; or call (713)718-2255 opt 1, 2 or 3.

Please provide deceased's name, relationship to employee, and date of death.

Florist will deliver plant to employee's home, requested individual/family, or funeral home.

Plant Delivery Information Required:

Home Delivery - send name of employee/requested person, and complete mailing address & phone number.

Funeral Home Delivery - send complete mailing address & phone number,
(Date & Time of Wake and Funeral if information is available).

Only Church Delivery (8am – 5pm) contingent upon special request and church closure.