



The Board, in appreciation for service and contributions of retiring employees, may participate in various types of functions and events.

- organize, administer, and finance a private reception.
- organize and participate in a reception jointly with individual schools or employee groups.

The Chairperson of the Board or designate shall present retiring employees with the following:

- Recognition certificate
- Monetary gift - \$25 net for each year of continuous service with a 5-year minimum.

Determining years of service:

- Holding a regular position by board motion
- Approved paid and unpaid leaves of absence including:
 - o Medical / sick leave
 - o Maternity/parental/adoptive leave
 - o Sabbatical leave
 - o Secondment
 - o Deferred salary leave
 - o Personal leave without pay
 - o Union president leave
 - o Short or Long Term Disability
 - o Education leave
 - o Periods of layoff for up to one year (CUPE)
- Calculation from original hire date of currently held active position.
- Resignation/retirement is considered a break in service.
- Casual or substitute service is not included in determining years of service.

Cross Reference:

Board Informed:
December 2020

Procedure Review Date:
September 2023

Procedure Revision Date:

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