

Administrative Procedures Manual	Administrative Procedure 416
	Retirement Recognition
	APPROVED: September 2013
Page 1 of 1	AMENDED/REVIEWED: September 2019, August 2022
LEGAL REFERENCE:	Section 52, 53, 197, 222 Education Act

Background

All Division employees are to receive a suitable gift when they retire as a small thank you for their years of service to the Division.

Procedures

1. When a Division instructional employee retires, a gift in the price range of one hundred to one hundred and fifty dollars (\$100.00 to \$150.00) will be presented to the employee at a suitable time and place.
2. When a Non-Instructional employee of the Division retires, who has reached the age of fifty (50) while in the employ of the Division, the employee shall be presented:
 - 2.1 A retirement allowance of two hundred dollars (\$200.00) if the employee has completed five (5) years of service with the Board, and
 - 2.2 An additional one hundred dollars (\$100.00) for each additional year of service or portion thereof.
 - 2.3 The following absences are not considered when calculating years of service with the Board:
 - Leave without pay for a period of 30 days or more
 - Maternity leave
 - Paternity leave
 - Compassionate care leave (in accordance with Provincial Employment Standards)
 - Extended Disability Benefit (EDB)
 - Workers' Compensation Benefit (WCB)
 - 2.4 Furthermore, if an individual is in receipt of either full-time EDB or WCB for a two (2) year period or longer when reaching the age of 65 they will not qualify for retirement recognition. The individual is not deemed a "continuous" employee of the Division while in receipt of these full-time benefits.