



Type:	C – Institutional	Last Approved: Apr. 18,1991
Executive Responsibility:	Vice-President Administration & Finance	Next Review: Oct., 2013
Administrative Responsibility:	University Secretary/Sr. Policy Advisor	Procedure:

STATEMENT:

Those Regular employees resigning from the University with a minimum of ten (10) consecutive years service will receive a gift up to the amount of Fifty Dollars (\$50.00).

Those employees with a minimum of ten (10) consecutive years service and eligibility for retirement or early retirement under the appropriate Collective Agreement, will receive a gift up to the amount of One Hundred Dollars (\$100.00).