



## LEAVING FUNCTION AND GIFTING POLICY

### **AIM**

To provide appropriate recognition to leaving employees.

### **GUIDELINES**

1. The Principal is responsible for arranging the function and/or gift.
2. The school shall provide a gift based on the following:
  - \$50 for the first full years service
  - \$25 for each full year thereafter to a maximum accumulative total of \$200.In special circumstances the Principal may over-ride this.
3. A leaving morning tea or similar may be arranged to suit the circumstances.

Signed:

  
Board of Trustees Chairperson

Date:

3/11/2020