



**EMPLOYEE RECOGNITION FOR
LONG SERVICE AND RETIREMENT**

It is the policy of the board that recognition for long service and retirement will apply to all employees of the division who meet the necessary requirements as stipulated below:

- (1) “Long service” shall be defined as a minimum of 25 years service in the River East Transcona School Division. (Service in the former River East School Division No. 9 and Transcona-Springfield School Division No. 12 shall be included in calculating years of service.)
- (2) For the purposes of recognition, years of service shall include years while an employee is on extended sick leave, maternity/parental/adoptive leave in accordance with legislation, secondment, or salary continuance, but not any personal leaves of absence.
- (3) Persons eligible for recognition upon retirement will:
 - (a) have reached or passed the age of 55 years; and
 - (b) have at least ten years service in the school division.
- (4) Recognition of long service and retirement may be extended to employees other than those indicated above who, at the discretion of the board, merit such recognition.
- (5) Both retiring and long service employees will be recognized with a suitable gift.

Effective Date: February 17, 2004
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Board Motion(s): 108/04
Legal/Cross Reference:

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