NAG 3.2

Policy: Farewell Gift Policy

Purposes

- To acknowledge the service of any staff member

Guidelines

- Any staff member who has served at this school will be entitled to an acknowledgement by the Board of Trustees

The value of the acknowledgement will be determined by the years of service as per the following:

Number of years	School Contribution
Less than 1	Card
2 years	Token gift
3 years	$30
4 years	$40
5 years	$50

And there after $10 per year of service.

The staff member will receive their acknowledgement in the form of a gift voucher.

The Board, at its discretion may make an additional acknowledgement in special circumstances.

Review schedule: **May 2021**

ADOPTED BY BOARD OF TRUSTEES

Date **29 October 2018** Chairperson **S Smith**

REVIEWED	Date	**25 May 2020**	Chairperson **S Smith**
REVIEWED/AMENDED	Date	……	Chairperson .....
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