

<b>Policy Name:</b>	Retirement Recognition
<b>Purpose:</b>	Policy outlines when retirement gifts and retirement receptions <u>or</u> retirement gifts and retirement lunches are eligible university expenses.
<b>Applies to:</b>	All faculty and staff
<b>Effective:</b>	March 2021
<b>Next Review Date:</b>	March 2026

**Retirement Recognition Policy:**

In **addition** to Western University’s [MAPP Policy 3.5 - Service Recognition/Retirement](#) (administered by the department of Human Resources - Pensions & Benefits), staff or faculty who are retiring, and at the time of retirement are employees of Schulich Medicine & Dentistry, will receive a retirement gift.

The retirement gift will be based on the number of years of service as an employee of the Schulich School of Medicine & Dentistry at the values outlined below:

5 to 10 years of service	\$100 gift	16 to 20 years of service	\$200 gift
11 to 15 years of service	\$150 gift	21 + years of service	\$400 gift

Regardless of number of years of service, Director, Chair, Chair/Chief, Decanal, or other Academic Administrative Leader roles will receive a maximum gift of \$500 (inclusive of amounts above).

Gift must be valued at the amounts above. In the determination of the gift, the only stipulated condition is that the gift be a long-lasting one. Note: Gifts cannot be cash nor gift cards - see [Gift Card policy - Schulich Medicine & Dentistry](#) for details.

**Receptions or Lunches** - In addition to the gift amounts above, when an employee retires, a farewell reception is appropriate. Larger receptions require the approval of the Director, Finance and/or Dean or delegate.

In lieu of a reception, lunch at a casual dining establishment with the employee’s immediate team is also an acceptable reimbursable expense. Please refer to Western University’s [MAPP 2.16 Travel & Expenses Reimbursement Policies](#) for reimbursable meal rate amounts. If any alcohol will be consumed, see [Alcohol & Cannabis policy - Schulich Medicine & Dentistry](#) for details.

**Policy Principles:**

This policy outlines the rules and principles for university funded allowable expenses, ensures fair and reasonable practices, and provides a framework of accountability. These procedures are in accordance with applicable federal and provincial legislation including but not limited to legislation issued by the Canada Revenue Agency (CRA) and the Broader Public Sector (BPS) Accountability Act and its related directives.

**Compliance and Accountability:**

Compliance is mandatory. Ineligible expenses will not be reimbursed. Enforcement of this policy is the responsibility of the Chair, Department Leader or Budget Manager. Schulich Finance will complete financial audits on an ongoing basis to ensure compliance.

All [Schulich School of Medicine & Dentistry Travel & Expense Reimbursement Policies](#) are in addition to Western University's [MAPP 2.16 Travel & Expenses Reimbursement Policies](#). Research expense policies derived from external organizations will supersede all Western/Schulich expense policies and are the responsibility of the researcher to adhere to.