



## Administrative Procedure 5040

### *Employee Long Service Recognition*

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**Board Governance Policy Cross Reference:** [1](#), [14](#)

**Administrative Procedures Cross Reference:**

**Form Cross Reference:**

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**Legal/Regulatory Reference:**

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**Date Adopted:** March 1986

**Amended:** December 2017, May 2024

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The Brandon School Division acknowledges the importance of an “Employee Long Service Recognition Program” for its employees.

An employee with 10 years of service or more shall be recognized as follows:

- A social event shall be held annually to which any employee with 10 years of service or more and their guest will be invited.
- At 10 years – a “10 year” pin.
- At 15 years – a “15 year” pin.
- At 20 years – a “20 year” pin.
- At 25 years – a “25 year” pin.
- At 30 years – a “30 year” pin.
- At 5 year intervals thereafter – an engraved gift will be provided to the recipient.

The years completed is calculated as of the end of June. Unpaid leave is not recognized for service. A year of service is September to June for 10-month employees and July to June for 12-month employees.

An employee leaving the employ of the Division and having more than 10 years of service shall be recognized as follows:

- 10 to 24 years – dinner and an engraved gift, with the recipient to be provided with a choice from a selection of gifts.
- 25 years or more – dinner and an engraved gift, with the recipient to be provided with a choice from a selection of gifts.

Years of service shall be defined as total years of employment with the Division. Unpaid leaves of absence shall be excluded from the calculation of total years of service. An employee will only receive recognition on one occasion.

### **Notice of Resignation or Retirement**

For the purpose of calculating years of service when an employee leaves the Division, notices of resignation or retirement must be provided to the Office of Human Resources no later than April 30th to be invited to the event of that year. Notices received after April 30<sup>th</sup> will be invited to the next annual event.

An employee leaving the Brandon School Division shall receive an appropriate letter of appreciation for service to the Division.