

POLICY NO.	A.5
POLICY SUBJECT	Gratuity Gifts & Payments To Departing Employees Policy
ADOPTION DATE	17 December 1998
LAST REVIEW DATE	26 November 2020 (C.05/1120)

The purpose of this policy is to provide guidelines for the payment of gratuities to staff who are leaving the organization.

Pursuant to the provisions of Section 5.50 of the Local Government Act 1995, Council has adopted the following guidelines with respect to the payment of gratuities to staff who are leaving the organization.

Council will provide a gift to the value stipulated in the table below to all departing permanent employees* who have served a continuous period of employment with the organization.

Length of Continuous Service	Value of Gratuity Gift
5-8 years	\$150
8-10 years	\$200
10-15 years	\$250
15-20 years	\$350
20 years and more	\$500 plus \$10 per every year thereafter

- * A gratuity gift or payment will not be provided to an employee who has been dismissed for any reason other than redundancy.
- * A gratuity gift or payment will not be provided to a casual or other non-permanent employee.

The Chief Executive Officer has delegated authority to purchase a gift for departing employees on behalf of the Council, to the value stipulated in the above table.

For the purposes of this Policy continuous service shall deem to include:

- Any period of absence from duty by annual leave, long service leave and/or bereavement leave.
- Any period of authorized paid absence from duty necessitated by sickness or injury to the employee but only to the extent of three months in each calendar year but not including leave without pay or parental leave.
- Any period of absence that has been supported by an approved workers compensation claim up to a maximum of one year.