

MANUAL OF ADMINISTRATION

TOPIC: ADMINISTRATION	SUBJECT: Staff Acknowledgement	Code: AD185
		Date of Issue: February 2005
		Revised: June 2022
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PURPOSE:

To outline what staff will receive to acknowledge life events.

DEFINITIONS:

Medical Leave – Off on Medical Leave in excess of 6 weeks.

Bereavement Leave - Death as per Article 14.01.

- For Medical Leave or Bereavement Leave as defined above, staff will receive a gift card of \$50 from Avenue II. The direct supervisor will be responsible to request administration send out a gift card with the appropriate greeting card.
- Births, and deaths outside the above definition can be acknowledged by a card. The direct supervisor can request administration to send a card from Avenue II.