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|-------------------------------|-----------------------------|
| <b>Title:</b>                 | <b>4.32 Staff Send-Offs</b> |
|                               |                             |
| <b>Previous No:</b>           |                             |
|                               |                             |
| <b>File No:</b>               |                             |
|                               |                             |
| <b>Statutory Environment:</b> |                             |
|                               |                             |
| <b>Minute No:</b>             |                             |
|                               |                             |
| <b>Last Updated:</b>          | <b>September 2015</b>       |
|                               |                             |
| <b>Review Date:</b>           | <b>September 2019</b>       |

**Objective:**

To detail the protocol to be followed in acknowledging the services of resigning and/or retiring staff.

**Policy:**

Staff leaving must have completed minimum of 2 years service before a send-off is approved.