POLICY STATEMENT

It is the policy of National University of Health Sciences (NUHS) to formally recognize an employee who is retiring after long and faithful services to the University.

Procedure

1. Employees retiring with ten or more years of continuous and uninterrupted service and who have attained at least age 65 are eligible for the retirement gift.
2. The department manager should notify Human Resources so that the appropriate arrangements can be made. A University reception will be scheduled for the employee. For an employee with less than 10 years of service, the employee's department will be responsible for any farewell arrangements.
3. Gift criteria:

   Full-Time Faculty and Staff - $100.00 for each completed year of service*
   Part-Time Faculty and Staff - $50.00 for each completed year of service*

For example, an employee retiring with 17 years of continuous and uninterrupted service, the first 5 years of employment the employee worked part-time hours and the last 12 years, as full-time. The employee would receive $1,450. (5 years x $50, plus 12 years X $100 = $1,450*)

*Less applicable taxes