

**Policy Title:** HCK Contribution to Farewell Gift Policy

**Classification:** Human Resources

**Monitored by:** HR Manager

**Approved by:** GM Operations

**Effective Date:** January 2022

**Review Date:** January 2024

**Objective:** To clearly outline the financial contribution that HCK will make to a farewell gift for permanent staff, which is based on length of service to the Association.

**Commitment:** HCK acknowledges the service that permanent staff members make to the Association by contributing towards a farewell gift when they resign. This contribution must be appropriate and consistent throughout the Association.

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**Scope of this Policy:**

This policy applies to permanent members of staff. Contributions to gifts for fixed-term, casual or relieving staff will be determined on an individual basis.

**Policy Details:**

1. All permanent members of staff are entitled to receive a financial contribution towards a gift, or another form of acknowledgment (such as a voucher) when they resign from the Association.
2. The amount contributed by the Association is based on length of service only.
3. The HR Manager is responsible for ensuring the financial contribution given is appropriate and in line with the scale outlined below.
4. Responsibility for coordinating the purchase of a gift lies with the Senior Teacher or the General Managers, depending on who the gift is for.

**Scale of financial contribution made by the Association:**

Length of service at HCK	Financial contribution given
0 – 6 months	Nil
6 – 12 months	\$30
Each complete year of service thereafter	\$15

**Review:**

This policy will be reviewed biennially in consultation with staff.