



## AP 415– SERVICE RECOGNITION AND RETIREMENT GIFTS

### BACKGROUND

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The dedication and service of Saskatoon Public Schools' employees are pivotal to the success of both students and the school division. These contributions are formally acknowledged through the service recognition program.

### PROCEDURES

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1. Employees are formally recognized for service from ten (10) years to forty-five (45) years of service, in five (5) year intervals and at their retirement.
  - 1.1. Years of service will include all continuous years of active employment under permanent contract with the division and will include division-approved leaves listed below:
    - Maternity, parental and adoption leave as defined by the Saskatchewan Employment Act.
    - Sick leave paid by the division.
    - Education leave with salary paid by the division.
  - 1.2. Leaves not included in years of service calculations include:
    - Long-term disability (including leaves under the former term of Income Continuance Plan).
    - Unpaid sick leave.
    - Unpaid leave of absence (of greater than 30 days).
    - Secondments to the Ministry of Education or other approved education partners.
    - Deferred salary leave.
2. Casual or substitute employment will not be recognized as part of continuous employment; however, employment on a temporary basis that becomes permanent, provided there is no break in service, shall be recognized as forming part of continuous employment.
3. Service will not be pro-rated for employees who work less than full-time.
4. Years of service will be calculated annually based on the effective date of September 30 for service recognition presented during the school year.
5. Recipients of years of service recognition of twenty-five (25) years or greater, and recognition of retirements with ten (10) years of service or greater, will be presented with gifts at an annual banquet. Recipients of service recognition of less than twenty-five (25) years of service will be presented with gifts at the school or workplace.
6. The superintendent of human resources or designate shall coordinate the employee recognition program including the service recognition banquet.



7. Employees who have retired and have returned to the division will not continue to be recognized with service awards.

### **Retirement Gifts**

1. Staff members on permanent contracts who retire with at least ten (10) years of continuous service will be recognized upon retirement with a gift.
2. To be eligible for the retirement gift, the employee must be actively employed or be on a board approved leave that is considered toward service recognition.
3. Employees who retire while on leave that does not count towards service recognition will receive a retirement gift if they retire within the first three (3) years of the leave. Those who retire after three (3) years of such leave will not receive a retirement gift.
4. Employees may choose to donate the value of their gift to a charity of their choice, including the Saskatoon Public Schools Foundation.

Reference: Education Act, Section 85 (1)  
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