



## AP 5.801 – RECOGNITION OF DEPARTING STAFF

Persons leaving the employment of the division who have more than five years' service in the division shall be recognized with a gift with a value of \$15.00 per year of service up to a maximum expenditure of \$300.00.

### ELIGIBILITY

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1. Staff service will be based on school years of service, regardless of the FTE Percentage.
2. Leaves of absence of less than one school year will be included in the years of service calculation. Leaves of absence lasting one school year or more will not be included in the years of service calculation.

Adopted: August 2015