




# National University of Health Sciences General Policies

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Date Adopted: <b>04/04/94</b>	Date(s) Revised: <b>01/18/95, 06/03/05, 09/17/19</b>			
President 	Date <b>09/17/19</b>			

## 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.

Recognition Criteria (must meet all below criteria):

- Full-time faculty or staff
- Retiring with ten or more years of continuous and uninterrupted service
- Have attained at least the age of 59 1/2

Procedure

1. Can elect to participate in "A Look Back". Human Resources will notify the Communications department if the employee elects to participate or not.
2. The department manager should notify the Human Resources department so that the appropriate arrangements can be made. A University reception will be scheduled for the employee at the University's expense.
3. The retiring employee will receive a gift of \$250.00 for each completed year of service. \*

\*Less applicable taxes