

Service Awards & Retirement Gifts Policy



1. Purpose

[Company Name] values the contributions, knowledge and experience of long-term employees. In appreciation of this dedicated service, [Company Name] recognizes employees as they reach milestone anniversaries of employment and retirement.

2. Eligibility

Full-time, active employees become eligible for a service award in the year in which they complete five, 10, 15, 20, 25, 30, 35 and 40 years of service. Retirement recognition awards are given upon retirement after completion of 20 years of employment without a break in service.

3. Service Award Procedures

Human Resources (HR) will coordinate with external vendors to allow employees to select from an array of gifts in recognition of their tenure or retirement.

Selection sheets, order forms and instructions will be sent by HR to the employee being recognized. Employees select a gift of their choice and return the order form to HR. Some gift options are coordinated directly between the employee and the vendor.

All employees celebrating milestone anniversaries will receive a letter of appreciation from senior management.

Employees celebrating five and 10 years of service will be invited to an anniversary lunch hosted by a member of senior management.

Employees celebrating 15 or more years will be invited to an anniversary lunch hosted by the CEO.

Employees retiring after 20 years of uninterrupted service will be recognized by senior management during company-wide meetings or events closest to the date of their retirement.