



RECOGNITION OF RETIRING STAFF

Responsibility: *Board of Trustees*

Legal References:

Related References: [Administrative Procedures 4380 - Travel, Meals and Hospitality Expenditures](#)

Effective Date: *February 23, 1998*

Revisions: *April 15, 2024*

Reviewed: *November 18, 2019*

1. Purpose

1.1 It is the policy of the Waterloo Region District School Board (WRDSB) to hold a celebration event for retiring staff in the Spring of each year and to offer each retiring staff the option to either receive a gift as a memento of the occasion or have the Board of Trustees make a donation to a registered charity selected by the Board.

1.1.1 Staff retiring from the WRDSB each year have given a number of years of valuable and dedicated service to this Board or its predecessors.

1.1.2 The WRDSB desires to recognize these staff on their retirement.