

| STATEMENT OF POLICY AND PROCEDURE | | | |
|--|---------------------------------|---------------|---------------|
| Section: | NLLS Employee(s) | Effective: | May 13 2017 |
| Chapter: | Conditions of Employment | Page(s): | 1 |
| Subject: | Employee(s) Long Service | Revised Date: | Sept 8, 2018 |
| | | | Sec 1, 10 |
| | | Reviewed: | July 23, 2018 |

EMPLOYEE(S) LONG SERVICE

1. NLLS recognizes the long service contribution of its employees.
2. Employees shall receive a Gift Card of Choice on completion of their anniversary date as follows:

| | |
|---------|----------|
| 3 Year | \$25.00 |
| 5 Year | \$50.00 |
| 10 Year | \$100.00 |
| 15 Year | \$200.00 |
| 20 Year | \$500.00 |

3. Gift to be given to a retiree after a minimum of ten (10) years as per the table below.

| | |
|---------|----------|
| 10 Year | \$100.00 |
| 15 Year | \$200.00 |
| 20 Year | \$500.00 |

- Please note this amount may be taxable as per Revenue Canada Guidelines.

NLLS Executive Board Chair

Sept 8, 2018

Date of Approval