

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

RETIREMENT

1. An employee who wishes to retire is required to give written notice of their intention to retire as per their contract or a minimum of two (2) weeks in the absence of a contract.
2. NLLS will work with retiring employees to ensure their knowledge and skills are transferred to their replacements, and that the valued employee has opportunity to mentor others.
3. The employee will receive any outstanding pay entitlement in the first pay period immediately following the employees' retirement, unless the employee directs otherwise.
4. Under special circumstances, it may be agreed between NLLS and a retired employee to re-hire the employee following retirement, on a contract basis-term at the Executive Director's discretion.
5. A retired employee who is re-hired under this policy is deemed to be a temporary employee and shall not be eligible for health, dental, prescription drugs or any other company provided benefits unless specified otherwise by legislation.

NLLS Executive Board Chair

Sept 8, 2018

Date of Approval