Niagara Catholic District School Board

RETIREMENT AND SERVICE RECOGNITION CELEBRATION POLICY

ADMINISTRATIVE OPERATIONAL PROCEDURES

200 – Human Resources **Policy No 201.2**

Adopted Date: March 24, 1998 Latest Reviewed/Revised Date: September 8, 2026

ELIGIBILITY

Retirees: Niagara Catholic employees who have notified Human Resources Services of their retirement from the Niagara Catholic District School Board as of August 31st of the current school year.

25 Years of Service: Niagara Catholic employees who have contributed 25 years of service in Catholic education as of the current calendar year.

Clergy: Members of the clergy who have served within the Roman Catholic Diocese of St. Catharines and within the jurisdiction of the Niagara Catholic District School Board and have been identified through the Bishop's Office and/or local Religious Orders as celebrating their 25th, 40th or 50th anniversary as of the current calendar year.

INVITATION TO ATTEND THE RETIREMENT & SERVICE RECOGNITION CELEBRATION

Through the Office of the Chief Executive Officer, an invitation to attend the Retirement and Service Recognition Celebration will be sent to all eligible retirees, employees and clergy.

Eligible attendees are invited to confirm their intent to participate in the Retirement and Service Recognition Celebration through their Principal, Supervisor or directly to the Office of the Chief Executive Officer.

Adopted Date:	**March 24, 1998**
Revision History:	**March 26, 2002** **June 15, 2010** **June 16, 2015** **October 27, 2020** **December 20, 2022** ***September 8, 2026 (Administrative Updates)**