

Leamington Mennonite Home

POLICIES AND PROCEDURES

CATEGORY: Board of Directors	SUBJECT: Gifts	SECTION: G POLICY: 1
DATE: October 2020	Administrator: _____ <i>J. ...</i>	
REVISION DATES: July 2024	Board Chair: _____ <i>H. ...</i>	

GIFTS

The intent of this policy is to recognize life events and to set out a framework of recognition for those events.

Who is this policy for?

- Members of the Board of Management for the Leamington Mennonite Home
- The Administrator of the Leamington Mennonite Home
- Members of the Leadership Team and the Chaplain of the Leamington Mennonite Home

Life Events

Bereavement – A card will be sent to Board members or the Administrator and their spouses upon the death of one of the following family members:

- Spouse
- Parent
- Child
- Grandparent
- Grandchild
- Sibling
- Dependent relative

This tribute may be combined with one from the Leamington Mennonite Home. Exceptions may be made as determined by the Board Executive.

Marriage – A gift or gift card of \$50 will be given to a Board member or the Administrator.

Serious/long term illness – A card will be sent to the Administrator or the Board member.

Birth of a Baby – A card will be sent to the Administrator or the Board member.

Recognition of an Achievement – When a Board member, the Administrator, the Leadership Team member, or the Chaplain complete some additional training or education to further their knowledge of elder care, a certificate will be given to this person as well as being formally recognized at a board meeting.

Retirement/Resignation – When an Administrator leaves his/her position at the Leamington Mennonite Home, a gift of \$200 for every 5 years of service will be given. When a member of the

Leadership Team leaves his/her position at the Leamington Mennonite Home, a gift of \$100 for every 5 years of service will be given.