Policy Number:	PSN 6
Policy Type:	Personnel
Policy Name:	**Employee Gratuity Payments**
Policy Owner:	Chief Executive Officer
Authority	Shire of Nannup

OBJECTIVE

To reward and acknowledge valued employees following their retirement, resignation or death.
To meet the statutory requirements of Section 5.50 of the Local Government Act 1995.

POLICY

Council will consider the payment of gratuity to any employee leaving the service of the Council and who is regarded by Council to have been a loyal and productive servant. In considering this matter, Council will give particular regard to:

- the employee's history and length of employment with the Council.
- the employee's sick leave record, and
- the employee's personal contribution to the progress of Council's objectives and community well-being.

Council, after taking into account the above criteria, may agree to the awarding of the following gratuity:

- a maximum payment to the employee not exceeding 1 year's salary, or
- a payment based on unused sick leave entitlements.

Council may make a payment to a retiring employee that exceeds this policy amount however, before such payment is made, local public notice is to be given in relation to the payment to be made in accordance with Section 5.50 (2) of the Local Government Act 1995.

Related Policies	Nil
Related Procedures/Documents	Nil
Delegated Level	Nil
Adopted	OM 22 April 1999
Reviewed	OM 27 July 2023