



EMPLOYEE RETIREMENT RECOGNITION PROGRAM GUIDELINES

TOTAL REWARDS
HUMAN RESOURCES

June 2021

I. Intr

IV. Retirement Event

Often a celebratory event will be held to mark the retirement of an employee(s). Although there is no restriction on the size or scale of the event, the department to which the employee(s) is affiliated is responsible for organizing the event.

The University of Calgary will provide a subsidy of up to \$10 per attendee per retirement event. The department can choose to host a retirement event for more than one retiring employee. However, the contribution of \$10 per attendee still applies. Expenses in excess of the available subsidy are the responsibility of the department affiliated