

URBANA PARK DISTRICT

EMPLOYEE SEND-OFF PROCEDURE

The Urbana Park District acknowledges the importance of a send-off gathering for employees that are resigning or retiring, provided that the departure is on good terms. Send-off gatherings are planned at the discretion of the supervisor and based on the wishes of the employee. Gifts for employees will not be funded by the District, but staff collections are acceptable. The budget for the send-off gathering should be used for food/drink, decorations, and activity supplies based on the following parameters:

- Resignation, less than ten (10) years of service: Departmental event organized by supervisor, with a budget of up to \$150.
- Resignation, more than ten (10) years of service: District-wide event organized by supervisor, with a budget of up to \$300.
- Retiring, less than 10 years of service: Departmental event organized by supervisor, with a budget of up to \$150 and photo gift.
- Retiring, more than 10 years of service: District-wide event organized by supervisor, with a budget of up to \$300 and a photo gift.

To request a send-off gathering for an eligible employee, a supervisor must submit the Employee Send-Off Request Form along with the p-card statement where expenses for the send-off were incurred.

Staff Send-Off Request Form



Urbana Park District
303 W University Ave
Urbana, IL 61801
Phone: 217-367-1536
www.urbanaparks.org

To be submitted with P-card Expense Report.

Employee Name _____

Full-Time Start Date _____ Date of Event _____

Please select the applicable situation:

- Resignation, less than ten (10) years of service: Departmental event organized by supervisor, with a budget of up to \$150.
- Resignation, more than ten (10) years of service: District-wide event organized by supervisor, with a budget of up to \$300.
- Retiring, less than 10 years of service: Departmental event organized by supervisor, with a budget of up to \$150 and photo gift.
- Retiring, more than 10 years of service: District-wide event organized by supervisor, with a budget of up to \$300 and a photo gift.

Supervisor Signature _____ Date _____

Business Manager Approval _____ Date _____