



## ADLC Procedures Manual AP 30-3

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### **ADLC Staff Retirement/Resignation/Re-assignment Recognition**

For employees leaving ADLC due to Resignation, Retirement or Transfer within PHPS, ADLC will recognize the contribution of the employee by providing:

- A luncheon for all staff at retiring employee(s) campus(es) will be held during the month of June each school year
- Cake and a farewell card on or near final day of a retiring/resigning/reassigned staff member
- Staff are welcome to purchase and circulate a farewell card and collect for a gift