



Retirement Recognition

A fund is available to recognize the retirement farewells of eligible employees at the time of their retirement. This fund will provide teams the opportunity to celebrate an employee's contribution in a timely way, while honouring the relationships that are closest to them.

Who is eligible?

Current regional employees:

- With a minimum of 15 years of continuous service at time of retirement
- Employed in a position with:
 - Pan Am Clinic (1001)
 - Corporate/Regional Services (1002)
 - Community Health Services (1003)
 - Medical Remuneration (1004)
 - Deer Lodge Centre (1010)
 - River Park Gardens (1013)
 - Middlechurch Home of Winnipeg (1023)

! Confirm eligibility to access the fund prior to making purchases.

To request confirmation, email **name of retiring employee**, **ID number** and **retirement date** to wrharetirementfund@wrha.mb.ca

Fund

A non-cash fund of \$150 is available for the purchase of a gift, gift card, food or refreshments for a retirement gathering for eligible employees at the time of their retirement. The retiring employees' department is responsible for the coordination and cost incurred. The WRHA contribution may be combined with voluntary donations from colleagues.

Reimbursement

The monetary value (max. \$150) associated with the retirement will be reimbursed to delegate making the purchase. To request reimbursement complete **one [Expense Claim Form](#) per retiree.**

Submission of form required within 90 days from retirement date of employee.

When completing the expense claim form include the following information:

DETAILS OF EXPENSE CLAIMS:

RETIREMENT FUND

Employee's Name

Employee's ID#

Retirement Date

AMOUNT/TOTAL EXPENSES:

\$150.00 or amount of receipt if less

CODING and AUTHORIZATION:

Do not complete Authorized Signature sections

(Will be provided when eligibility confirmed.)

Email copy of Expense Claim Form and receipts to wrharetirementfund@wrha.mb.ca for approval by authorized manager for the fund. Approved form will be returned by email.

FORWARD APPROVED FORM AND RECEIPTS TO FINANCE

Mail to WRHA Finance Division, Accounts Payable, 791 Notre Dame Ave., Winnipeg, MB R3E 0M1

or
Email copy of form and receipts to Finance - Accounts Payable, invoices@sharedhealthmb.ca.

Questions?

Email wrharetirementfund@wrha.mb.ca