



Retirement Fund

January 1, 2016 a fund was established to recognize the retirement farewells of eligible regional 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)

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

To confirm, email Dana Whyte, dwhyte@wrha.mb.ca and include the following:

- Name of Employee Retiring
- Employee ID#
- Retirement Date

Fund

A non-cash fund of \$150 is available for the purchase of a gift, gift card or event costs 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 the Org Chief or delegate. 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 please include the following information:

DETAILS OF EXPENSE CLAIMS:

Retirement Gift Fund

Employee's Name

Employee's ID#

Retirement Date

AMOUNT/TOTAL EXPENSES:

\$150.00 or amount of receipt if less

CODING and AUTHORIZATION:

(To be completed by OSD Department.)

Retain a copy of the form and receipts for your records.

Mail original receipts and Expense Claim form to:

Dana Whyte, Organization & Staff Development

NA636 – 700 McDermot, Winnipeg, MB R3E 0T2

Once approved the Expense Claim Form will be forwarded to WRHA Finance Division.

Questions?

Contact Dana Whyte at dwhyte@wrha.mb.ca or 204-787-2743.