



## Retirement Gifts and Celebrations

### I. PURPOSE

This policy supplements University of California Policy [BUS-79](#), Expenditures for Business Meetings, Entertainment, and Other Occasions, University of California Policy [G-41](#), Employee Non-Cash Awards and Other Gifts, UC Davis Policy and Procedure [330-80](#), Entertainment and Hospitality with University Controlled Funds, and UC Davis Medical Center Policy [1833](#), Entertainment Expense and Morale Building Events, and further restricts the use of University funds for retirement gifts and celebrations at the UC Davis Health (UCDH).

**UC Davis Health  
System**

**Hospital Policies and  
Procedures**

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### II. SETTING

Health System

### II. POLICY

UCDH supports retiring staff members by providing funds for a retirement gift and celebration. Retirement celebrations are considered morale-building events for the purpose of this policy, and shall be subject to the conditions of approval outlined in UCDMC Policy [1833](#) and UCD Policy [330-80](#).

A gift card, obtained directly through the UCDH Best Rewards system, may be presented to an employee upon his or her retirement from the University, subject to the limits outlined in section D.1.

In addition, the following policy extensions shall apply:

#### A. Eligibility

1. Funds for a retirement celebration apply only to current career staff who have been continuously employed in a career position with University of California for at least 10 years.
2. Funds for a retirement gift card apply only to current career staff who have been continuously employed in a career position with University of California for at least 5 years.

#### B. Attendees/Guests

1. Invited guests must be mostly comprised of past/current UCDH staff. The retiree's immediate family may be invited.
2. The maximum number of guests is 50.

#### C. Retirement Celebration Guidelines

1. Approval process for morale-building events, including retirement celebrations, is outlined in UCDMC Policy [1833](#) and UCD Policy [330-80](#). The department is responsible for making all necessary

arrangements including obtaining approval and processing all reimbursement requests.

2. The maximum per-person expenditures for meals and light refreshments shall be subject to the limits established in UCOP Policy [BUS-79](#), Appendix A.
3. Total funding for a retirement celebration must not exceed \$1,000.
4. Allowable expenses are for catering and decorations only. Personal items, souvenirs, and other gifts cannot be claimed as decoration. Room rentals and alcoholic beverages are not covered by the funds.
5. Internal Catering will be used for all retirement celebrations.
6. Retirement celebrations will be held on UCDH grounds.
7. Requests should be submitted as early as possible, and no later than three weeks prior to the event.
8. Exceptions must be approved by the Chief Officer, Chair, or equivalent over the retiree's department/division.

#### D. Retirement Gift Guidelines

1. A retirement gift card, obtained through the Best Rewards system, may be awarded as part of a meaningful ceremony, subject to the limits outlined below.

<b>Years of Service</b>	<b>Gift Card Amount</b>
<b>5-9 years</b>	<b>\$100</b>
<b>10-14 years</b>	<b>\$200</b>
<b>15-19 years</b>	<b>\$300</b>
<b>20+ years</b>	<b>\$400</b>

2. Out-of-pocket purchases of retirement gifts and/or gift cards will not be reimbursed.

#### REFERENCES:

University of California Policy [BUS-79](#), Expenditures for Business Meetings, Entertainment, and Other Occasions.

University of California Policy [G-41](#), Employee Non-Cash Awards and Other Gifts

UC Davis Policy and Procedure [330-80](#), Entertainment and Hospitality with University Controlled Funds

UC Davis Medical Center Policy [1833](#), Entertainment Expense and Morale Building Events

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