

Policy Identifier: Guidance in Relation to Gifts and Gratuities to Staff Members

Policy Title:	Guidance in Relation to Gifts and Gratuities to Staff Members
Description:	In recognition of the long-standing tradition of marking significant personal events in the lives of staff members, the following guidance applies.
Author (Position):	President
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Approved By:	MIE Governing Body
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Date of Next Policy Review:	May 2028 (or as necessary)

***Approved by Leadership Team**

Guidance in Relation to Gifts and Gratuities to Staff Members

1. Context

In recognition of the long-standing tradition of marking significant personal events in the lives of staff members, the following guidance applies, in order that gifts are consistent in nature and appropriate to the event.

2. Guidance on Gifts and Gratuities

Event	Proposed Gift
Significant birthday (30, 40, 50, 60, 65)*	Champagne or flowers or gift voucher (€50)
Birth of child*	€100 gift voucher
Engagement*	Flowers or champagne (€50)
Wedding*	Gift voucher (€250)
Departure/Resignation	Gift voucher, depending on length of service: One to five years €150; >five years €200 >ten years €250 + crystal plate or pen for >five years' service
Retirement (on 65 th birthday or, by agreement, at the end of that academic year)	Gift voucher (€250) + crystal plate or pen for >five years' service
Long Service Award (20 years' service)	A gift to not exceed the value of €250 awarded in August/September staff meeting.

* These events will usually be informally marked by cake at coffee break time, with colleagues.

In each case, the gift should be accompanied by a card from the President of the Marino Institute of Education (MIE), on behalf of the staff.

Departures/retirement after more than five years' service will normally be marked by an all-staff gathering with cake, finger food and beverages.

3. Responsibility

The President of MIE is responsible for the maintenance of this document.