



LAKE COUNTRY
Life. The Okanagan Way.

Employee Attendance at Municipal Pension Retirement Seminars Policy No. 06.80

District of Lake Country
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Date

The following was approved as an Administrative Policy and amended on **August 31, 2011**.

Purpose

To replace Policy 03.08.58 AND
To provide for employee attendance at Municipal Pension Retirement Seminars.

Background

Employees are generally expected to attend retirement seminars on their own time just as it would be expected for an employee to attend to private RSP planning, banking or insurance.

Process

- The District will provide its employees having 5 years or more District of Lake Country service, one-half of a regular scheduled day of municipal time (once only, to a maximum of 4 hours) to attend a Municipal Pension Plan retirement seminar.
- The employee must be on the retirement list for pension plan members sent to the District by the Municipal Pension Corporation to be eligible for the half-day.
- The employee must make a notation on their timesheet and utilize the applicable pay code for this approved leave, at which time the information will be recorded in the personnel file.
- The District will not pay out this benefit out in cash.
- The Departmental Manager's prior approval is required for time off to attend seminars or other private business. In approving absences for the retirement seminars Managers should review the seminar length and travel time to determine whether the maximum 4 hours is required for attendance.
- Employees who have already attended the seminar in prior years, and who wish to attend another seminar in the future during business hours will have to use vacation or banked time.

Original signed by Randall Rose

Randall L. Rose,
Administrator