



# Guidance for farewell events and gifts

The purpose of this guideline is to recognise and appreciate the service of staff whose employment has ceased with the University of Adelaide.

## Principle:

When staff leave the University, it is important that we recognise their service and contribution to the organisation.

## Farewell Events:

### Guidelines:

- A modest morning or afternoon tea is a suitable event to celebrate departing staff, and the catering should be funded by the local business area
- Where multiple staff are departing the University, consider the practicality of holding a joint farewell event
- A speech recognising staff contribution is an effective way to recognise and reflect on the service and contribution of staff members
- Additional farewell events are permitted at the discretion of each local business area; however, they must be self-funded by participants and not the local business area – organisers of these events should take steps to ensure the responsible consumption of alcohol
- Respect the wishes of the departing staff member, as not everyone may want a farewell celebration

## Gift Entitlement:

### Guidelines:

- A modest gift entitlement of up to \$150 is available for staff departing the University as an outright gift or gift voucher.
- Only one-gift funded by the staff members local area is permitted
- Provision of a gift for departing staff must be applied equitably by local business areas

## Continued Support:

### Employee Assistance Program (EAP):

- The University has extended the EAP support to include a period of 3 months post departure from the University. The University recognises it may take a little while for staff and families to settle into new routines and this extended support is in recognition of that.

## Relevant Policies and Procedures

[Alcohol Management and Use Policy](#)