

**Leamington Mennonite Home
Long Term Care & Retirement Residence**

POLICY AND PROCEDURE

CATEGORY: Personnel	SUBJECT: Retirement	SECTION: R POLICY: 1
DATE: September 2004	Administrator's Signature: _____	
REVISION DATES: March 2009, March 2014, April 2014		

RETIREMENT

POLICY:

The normal retirement date is the end of the month following the employee's 65th birthday. While mandatory retirement has been eliminated, LMH will continue to use the normal retirement date as the benchmark date for retirement and benefit planning purposes.

The Home shall contact every employee on or about their 64th birthday to discuss the continued employment/retirement plans of the employee. Extension of employment beyond age 65 may be granted by the Board of Management on a yearly basis. Such request must first be submitted to the Administrator 6 months prior to 65th birthday.

The Board will use the employee's performance appraisals to aid in their decision of whether to extend the retirement date. At no time will an extension be granted for more than 1 year.

PROCEDURE:

Six months prior to their 65th birthday an employee must notify the Administrator of their:

- Intent to retire or
- Request to seek extension

If extension is requested, the Administrator will review at least 3 annual performance appraisals, and request a written reference from the employee's Department Leader, indicating that:

- The employee is physically and mentally capable of continuing his/her duties.
- The employee is working on a project that is to be completed in one year or less; and
- No suitable replacement staff member has been employed.

These, along with a written letter from the Administrator will be presented to the Board of Management at their next regularly scheduled meeting. The decision of the Board will be communicated to the employee in writing within one week of the Board meeting.

WSIB coverage for employees 63 years and older is a Loss of Earnings benefit for a maximum of 2 years.