



Gratuity Payment Procedure

Procedure Number
WCDHB-HR-0027

Version Nos:
6

1. Purpose

West Coast District Health Board (WCDHB) provides for the payment of a gratuity to some staff members dependent on their contract or agreement in recognition of their contribution to the organisation.

2. Application

This Procedure is to be followed by all WCDHB staff members.

3. Definitions

For the purpose of this Procedure:

Gratuity Payment is taken to mean a payment made at the resignation or retirement of a staff member in recognition of outstanding or significant contribution to the WCDHB and is only applicable to those staff whose employment contract/agreement contains such a provision.

4. Responsibilities

For the purposes of this Procedure:

all **Staff Members** are required to:

- Request a gratuity payment through completing the 'Request For Gratuity Form' and send to their manager

all **Managers** are required to:

- consider requests for payment of a gratuity;
- request from Payroll the Gratuity calculations and on receipt attach to the back of the Request for Gratuity Form.
- discuss the request with the General Manager and seek advise from the HR department if required and if approved both the Manager and General Manager are to sign the relevant section of the 'Request for Gratuity Form' and provide to HR
- inform the staff member of the result of their request.

the **Human Resources Department** is required to:

- Offer advice to managers and staff regarding gratuity payments
- send out confirmation of the resignation/retirement of the staff member to allow payroll to pay out the final pay and gratuity payment
- Provide a copy of this confirmation letter and completed 'Request For Gratuity Form' to the Payroll Department

the **Payroll Department** is required to:

- Provide information on gratuity clauses in the various Collective Agreements and the gratuity calculation
- on receipt of acknowledgement of resignation/retirement letter and the completed 'Request For Gratuity Form' from the HR Department implement the gratuity payment and final pay.

5. Resources Required

WCDHB Request for Gratuity Form



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6. Process

- 1.00 A WCDHB staff member may request from their Manager that payment of a gratuity be made to themselves in recognition of their contribution to the organisation, and that is provided for in their Employment Contract or Agreement.
- 1.01 Upon receiving the request, the Manager will request the gratuity calculation information from the WCDHB Payroll Department and attach this to the back of the WCDHB Request for Gratuity Form.
- 1.02 The Manager will discuss the request with the General Manager and seek advice from the WCDHB HR Department where required.
- 1.02 If the employee is eligible for a gratuity payment the Manager and General Manager must sign the applicable section in the WCDHB Request for Gratuity Form and send to the WCDHB HR Department.
- 1.04 The Manager will inform the employee of the outcome of their request.
- 1.05 On receipt of the completed WCDHB Request for Gratuity Form, the HR Department will generate a letter to the employee confirming the employee's resignation/retirement.
- 1.05 The WCDHB HR Department will send a copy of this letter and the 'Request for Gratuity Form' to the WCDHB Payroll Department.
- 1.06 The WCDHB Payroll Department will implement the gratuity payment and final pay for the employee.

7. Precautions And Considerations

- ➔ Request for consideration of gratuity payment must be made in writing on the WCDHB Request for Gratuity Form
- ➔ Approval of gratuity payment must take into account contribution of staff member concerned and recommendations of their Manager, the General Manager, the Human Resources Department and the provisions of their relevant contract or agreement.

8. References

Relevant Collective Employment Agreements

Revision History	Version:	6
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