

SOCIAL EVENTS AND CHRISTMAS ACTIVITIES



**THOMPSON
RIVERS
UNIVERSITY**

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POLICY NUMBER ADM 01-5
APPROVAL DATE October 25, 2000
AUTHORITY President
CATEGORY Administrative
PRIMARY CONTACT President and Vice-Chancellor
ADMINISTRATIVE CONTACT (TBD)

POLICY

Social Events:

The guidelines set out below are to be used to provide departments with a framework for the responsible use of institutional funds for social events:

1. The expenditure of Thompson Rivers University (TRU) funds for staff social events must not exceed the departmental budget allocation for Employee Recognition. The Dean/Director shall be responsible for the allocation of funds from the Employee Recognition portion of the budget.
2. No TRU funds are to be used to purchase alcohol without the approval of the Executive.

Christmas Social. Each year, TRU hosts an institutional event in celebration of the Christmas season that is open to all staff to attend. This event is hosted by the Office of the President and is typically held on the last Friday before the Christmas closure of the campus.

Christmas Closures:

TRU is closed between Christmas Day and New Year's Day inclusive. On the last working day prior to the closure, TRU will close at 12:00 p.m. If a Department wishes an exception to this closure time, a formal written request must be made to the Office of the President.

Departmental Events. When a Department/Division has a Christmas staff event, the Dean or Director is responsible for organizing the event in such a way as to minimize the operational impact of TRU services. Such closures for a Christmas event shall not exceed two (2) hours.