

EMPLOYEE GIFTS AND AWARDS

| TYPE | ITEM | \$ LIMIT | TAXABLE | COMMENTS |
|---------------------------------------|---|----------------------------|---|---|
| Length of Service | Tangible personal property only (no tickets) | \$400 | Only excess over limit | Allowed only in 5-year increments |
| Retirement | Tangible personal property only (no tickets) | \$400 | Only excess over limit | Allowed only upon retirement |
| Sympathy / Birth or Adoption of Child | Tangible personal property or donation to charity | \$100 or \$200 if donation | Full amount if exceeds limit or \$-0- if donation | If donation, must go directly from UL to charity |
| Achievement or Outstanding Service | Tangible personal property | \$100 | Full amount if exceeds limit | Limit to 1 per year and based on objective criteria |
| Other De Minimis | Tangible personal property or nonnegotiable gift card | \$100 | Full amount if exceeds limit | General de minimis rules apply; must be provided infrequently |

- Recommend that University funds not be used for personal gifts such as weddings, birthdays, anniversaries, etc.