

Long Service Award Policy

1. Policy

In recognition of the contribution made by long serving employees, the University will award all members of staff with 25 years continuous service with a personal gift. Internal staff will receive an extra 5 days annual leave entitlement (pro rata for part-time staff) in their anniversary year.

Members of staff may select the type of gift voucher they prefer from a defined list. Units may also purchase an additional gift, such as a bouquet of flowers or a bottle of champagne etc., up to the value of £30, to mark the occasion.

2. Useful references

Long Service Award Procedure