

Long Service Award Procedure

1. Identifying Long Service

Each year the University will identify from personal records, those members of staff who are entitled to receive a Long Service Award.

For all staff, the People Hub will identify those who will have completed 25 years continuous service during the next annual leave year (August to July) and awards will be made as close as possible to the month in which their anniversary falls.

Service as a member of staff counts towards continuous service. One award will be made for service with the University when 25 years is reached.

Periods of unpaid leave (including career breaks) over 5 years will not qualify for the purpose of granting Long Service Awards.

Where an employee leaves the University and then re-joins after a break of over 4 weeks, this constitutes a break in service and the previous period of employment will not count for the purpose of granting Long Service Awards.

The University will check and verify claims in broken service cases.

The University will notify Heads of Units of the employees in their unit who are eligible for Long Service Awards and the date they reach 25 years service.

2. Responsibilities

Units may wish to mark the occasion by conducting a small presentation within the Unit (if the employee wishes). Units may also purchase an additional gift for the individual, such as a bouquet of flowers or a bottle of champagne etc., up to the value of £30.

The People Hub will maintain the budget for long service awards and there will be no cost to the Unit for the gift vouchers or the additional gift, such as flowers/champagne etc., up to the value of £30.

The People Hub will add the extra 5 days annual leave entitlement (pro rata for part time staff) to the internal member of staff's allocation at the start of the anniversary leave year.

3. Useful References

Long Service Award Policy