

LONG SERVICE AWARD SCHEME

SUMMARY	To provide a scheme in recognition of long service and experience and to grant an award to employees with sufficient relevant service
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APPLIES TO	All Employees
APPROVAL BODY	Assurance Committee
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VERSION CONTROL SHEET

Version	Date	Author	Status	Comment
1.1	21.1.14	Angela Kilmartin	HR Lead	
1.2	12.5.14	Liz Orton	HR Lead	Final comments and amendments updated following the Social Partnership Forum.
1.3	03.02.2016	Tazeem Hanif	HR Lead	Amendments made to appendix 1.
1.4	11.11.2016	Sue Lappin	HR Advisor	Change from a Policy to a Scheme

CONTENTS

Section	Page
1. Introduction	4
2. Long Service Award	4
Appendix	
1 Long Service Award Request Form	5

1. INTRODUCTION

Leeds West CCG greatly values the contribution of its staff and believes it is important to formally recognise their achievements and commitment to the NHS.

This scheme sets out how staff with long service are rewarded. It supersedes the various policies previously available for staff.

2. LONG SERVICE AWARD

Awards will be presented to the employee at the date of completing 25 years' service.

The Awards will be presented to eligible staff by the Chief Executive.

In recognition of Long Service the CCG will present the following award:

25 years NHS service (any NHS employer)

- A certificate and a
- £250 gift voucher (net of tax) - to be chosen from a list of retail organisations which provide vouchers. The list will be determined by the CCG.

Eligibility

All members of staff who have 25 years NHS service or more and have not previously received a long service award from an NHS employer, will be eligible.

All NHS service will count towards the Award whether part time or full time service. Breaks in service will not affect eligibility, but such breaks will not count towards the Award.

Appendix 1

Long Service Awards

(To be completed by the employee)			
Name:			
Job Title:			
Payroll Number:			
Directorate:			
Line Managers Name:			
NHS Start Date:		CCG Start Date:	
Declaration: I confirm that I have not previously received any recognition in the form of a financial long service award form a previous NHS Employer.			
Print Name:.....			
Signed:.....			
Dated:.....			

(HR/Finance Use Only)
Date vouchers ordered:
By (full name):
Date vouchers received:
Value of vouchers:

Received by (full name):
Method of issue:
Issue date:
Finance signature:
Print full name:
Date: