

Document Details		
Title		Long Service Award Policy
Trust Ref No		732
Local Ref (optional)		N/A
Main points the document covers		This policy/procedure sets out the process to mark its appreciation of the commitment and valuable contribution made to the Trust by long-serving staff.
Who is the document aimed at?		All Staff
Owner		People Services
Who has been consulted in the development of this policy?		Managers, JNP, People Committee
Approved by (Committee/Director)		People Committee
Approval Date		21 May 2025
Initial Equality Impact Screening		Yes
Full Equality Impact Assessment		No
Lead Director		Chief People Officer
Category		People
Sub Category		Human Resources
Review date		May 2028
Who the policy will be distributed to		All staff
Method		Via Trust website and infreemation
Keywords		Long Service Award
Required by CQC		No
Other		No
Amendments History		
No	Date	Amendment
1	August 2016	Inclusion of sentence in relation to long service gift excluding gift tokens or vouchers, removal of compliance monitoring table and replaced with paragraph 10.2.1 and formatting throughout.
2	December 2016	Policy reviewed and changes to eligibility criteria – changed from 25 years continuous service to 25 years aggregate NHS service. In additional process change now includes onus on staff confirming their 25 years aggregate service rather than managers confirming continuous service.
3	December 2024	Policy reviewed and changes to eligibility criteria made – addition of 40 and 50 years recognisable service. Furthermore, application form now to include the completion of an online MS Form and ability for employees to self-notify People Services of eligibility. Reference to Annual Leave and General Public Holidays Policy added.

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1 Introduction

- 1.1 We recognise that the high standards and quality of service we provide is dependent on the contribution, effort and loyalty of its staff. We wish to demonstrate our appreciation of those staff and the Long Service Award scheme is an opportunity to acknowledge and celebrate those staff in our Trust.
- 1.2 We may also elect to recognise outstanding achievements of our staff within this award scheme. Where outstanding achievements are to be included managers and staff will be advised of the relevant categories and the nomination criteria.

2 Scope

- 2.1 This policy applies to staff employed by the Trust including medical and dental staff who meet the eligibility criteria. It does not apply to staff whose long NHS service has been recognised by another NHS employer.

3 Duties

- 3.1 **The Executive Team** is accountable to the Trust Board for ensuring Trust-wide compliance with policy.
- 3.2 **Managers** are responsible for ensuring policy implementation and compliance in their area(s).
- 3.3 **People Team** are responsible for administering the process of identifying those potentially eligible for the award, inviting them to an awards event and ensuring that submitted paperwork for reimbursement of monies is passed to the finance department.
- 3.4 **Staff** are responsible for complying with this policy.

4 Eligibility Criteria

- 4.1 To be eligible for receipt of a Long Service Award, employees must have 25, 40 or 50 years aggregated NHS Service. The service is not limited to work within Shropshire Community Health NHS Trust (or predecessor organisations) but any NHS service including any time as a student directly employed by the NHS.
- 4.2 Periods of NHS employment will count towards qualifying service for the purposes of long service awards. This need not be continuous service but must be reckonable taking any breaks in service into account. Any service completed whilst on bank contracts is not counted as NHS service.

4.3 The Long Service Award will not apply in the following circumstances:

- Agency Staff
- Bank Workers
- Locum staff

4.4 For individuals to be considered for inclusion in the years event, they must not have been previously recognised by our Trust or another Trust and must have been within our Trust at the point of 25-, 40- or 50-years Long Service being achieved.

5 The Long Service Award

5.1 The Award will consist of a gift to the value of £50 and a certificate to commemorate long service in the NHS. In addition, an extra day's annual leave to be taken in their 25th, 40th or 50th year will be given to mark this achievement. The extra annual leave day cannot be claimed retrospectively and must be taken within the annual leave year (April – March) the long service is achieved). Please refer to the Annual Leave and General Public Holidays Policy for further details on how to book this entitlement.

6 Procedure

6.1 Each year The People Team will use the Electronic Staff Records (ESR) to provide a list of potential eligible staff for long service award recognition as at the 30th June of the current year.

6.2 The People Team will contact individuals by email asking for confirmation that they have 25, 40 or 50years aggregate service and therefore eligible for a Long Service Award. The email will be copied to an individual's manager for their information only. Employees will need to complete an application form, via MS Forms, detailing their various periods of NHS employment. (See Appendix 1).

6.3 Individuals who are not notified by People Services will be able to 'self-notify' themselves via the MS Form, with an indication to share they are 'self-notifying'.

6.4 Where the Long Service provided on the application form does not match that of the ESR data, People Services may contact the employees line manager to check their personal file. At Peoples Services discretion a decision will then be made on whether the applicant meets the eligibility criteria.

6.5 People Services will arrange a long service award celebration event (after 30th June each year), invite employees, produce long service certificates, and ensure that individuals receive a form to claim back £50 for a gift of their choosing (excluding gift tokens/vouchers due to tax implications) marking their long service. Following the submission of the form enclosing the receipt for the purchased gift the People Team will forward to finance for reimbursement.

6.6 The certificate and reimbursement form will be awarded at an annual presentation ceremony at which senior managers and colleagues will be invited to attend. The Trust Chair will present the certificate, and an appropriate level of hospitality will be provided at the discretion of the Trust.

6.7 If eligible staff are unable to attend in their year of recognised service, their certificate, badge and claim back form information will be shared with them following the event. Unfortunately, the invite to the celebratory event cannot be extended to following years.

7 Related Documents

7.1 The following documents contain information that relate to this policy:

- Annual Leave and General Public Holidays Policy

7.2 If individuals require information in relation to aggregate service, information can be found in the following external document:

- Agenda for Change Terms and Conditions of Service Handbook

8 Dissemination

8.1 This Policy will be disseminated by being published on the Website and awareness raising by managers, People Services and formal staff side representatives.

9 Advice

9.1 Advice on this policy should be sought in the first instance from People Services.

10 Review and Compliance Monitoring

10.1 Policy Review

The rules and operation of this policy and procedure will be periodically reviewed (at least every 3 years) in light of any developments at either national policy level, or locally and, if necessary, revised in order to ensure their continuing relevance and effectiveness. Any amendments will be introduced only after consultation with staff-side representatives.

10.2 Compliance Monitoring

The People Team will monitor the processes that underpin this policy, identifying any issues and amend any forms and processes as necessary. These amendments to the policy and relevant supporting documentation will be communicated to manager's who are responsible for implementing improvements where identified.

Appendix 1- Long Service Award Application Form

MS Form Link:

<https://forms.office.com/Pages/ResponsePage.aspx?id=sITDN7CF9Ueylg-e0jXdO45oBe-t-USBomejJdqbGSdJUNEFDQTRQM0E0RlpHWkRCUkRCVFVTVzBSMi4u>

QR Code:

