

Long Service Award Policy

Introduction

The Education Fellowship Trust wishes to recognise and show appreciation of long and loyal serving employees by giving them John Lewis Vouchers.

This document applies to all employees subject to the criteria outlined within the “application” section of the policy.

Application




All employees who have completed 25, 30, 35, 40 years continuous service with the Trust or its predecessor XXXXX.

Any member of staff who is due to retire and who have not received an award to which they are entitled will received the last award due on retirement if they have completed the requisite number of years.

For example, if a member of staff is due to retire after 32 years' service and they have not received the long service award then they will be entitled to an award for 30 years' service.

Procedure

Service must be continuous with The Trust and its predecessor XXXXX. Service interrupted by any of the following will count as continuous.

-  Service with the Territorial Army so long as the employee was employed immediately prior to and immediately after any deployment
-  Statutory/Occupational Maternity/Adoption or Paternity Leave and any agreed periods of unpaid special leave
-  Previous service where an employee had broken their service to have a child or children before Maternity Leave Provision were in force. In these circumstances employees can aggregate their service for the purpose of Long Service provision. This is subject to their not having other employment during the break

Once an employee had left the Trust they are no longer entitled to an award. This includes staff that may transfer to other Academies, who may have their own scheme.

Supply of the Gift

The school needs to notify the Trusts Principal Finance Officer at month prior to the award being due by completing the attached application form.

Presentation

The presentation of a certificate should be carried out by the CEO or a management representative on his behalf.

The employee's wishes should be borne in mind, as some may prefer an informal approach rather than a formal presentation.

If the employee dies in service in a situation where they would normally receive an award, the gift will normally be presented to the surviving partner or civil partner.

CEO is responsible for making arrangements, taking into account individual circumstances.

Price of Gifts

The prices of vouchers are shown below. Costs will be met from the Trusts Budget.

Effective from 1st September 2014

25 years' service	-	£250
30 years' service	-	£300
35 years' service	-	£350
40 years' service	-	£400



Long Service Award Scheme Application Form

I wish to apply to benefit under this scheme having completed a minimum of 25 years continuous/aggregated service with the Trust.

On completion of the form please email to: suerobinson@educationfellowship.net

Or post to Sue Robinson, Principal Finance Officer, The Old Dairy, Grange Road, Islip, Northamptonshire, NN14 4JB.

Please give below the following information:

Full Name:.....(Mr/Mrs/Ms/Miss)

National Insurance Number:.....

Employee Number:.....

Home Address:.....

.....

.....

Establishment Details:.....

.....

Post Held:.....

Date of 1st Appointment:.....

Date:.....

Details Verified by Establishment:

Name:..... Date:.....

Approved by Trustees:

Date:.....CEO signature:.....

Payment Details:

Date:..... Payment Number:.....