



LIGHTHOUSE
SCHOOLS PARTNERSHIP

LONG SERVICE AWARD POLICY

Non Statutory

Policy Approved by the Board of Trustees

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Date: 29 June 2021

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This policy applies to all schools and employees within the Lighthouse Schools Partnership.

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1. INTRODUCTION

- 1.1. The Lighthouse Schools Partnership recognises that the high standards and quality of the educational provision is dependent upon the contribution, effort and loyalty of the staff it employs. As such, its Long Service Award scheme is an opportunity to demonstrate that the contribution employees have made is highly valued.
- 1.2. The aim of this policy is to set out the processes through which the loyalty and commitment of staff is rewarded.
- 1.3. This policy applies to all employees within the Trust who have accrued the appropriate length of service. However, service must be continuous and has to be accrued whilst at a school within the Trust. **For the avoidance of doubt, the continuous service date for this policy is not the Local Government continuous service date, but the continuous service date of when you joined the school that is within the Trust.** Awards are made irrespective of whether the service is full or part time, or temporary or permanent.
- 1.4. The award will be financed by the Lighthouse Schools Partnership Central Services Budget.
- 1.5. In recognition of long and valued service the Trust will mark its appreciation by awarding a Long Service Award to those employees who:
 - Accrue 25 years service during continuous employment whilst at a school within the Trust (Note - periods of maternity leave are counted as continuous service as long as the employee returns to work within the Trust, staff are also able to move between schools within the Trust). Any other break in service may be counted towards long service at the discretion of the Chief Executive Officer.
 - Staff employed on fixed term contracts or part time employment will be eligible on the same terms as those employed on full time contracts.
 - The Long Service Award will not apply to contractors or agency staff.
 - Retire with over 20 years continuous service in schools (or their predecessors) within the Lighthouse Schools Partnership.
 - Employees are entitled to either a Long Service or a Retirement award, not both.

2. RETIREMENT AWARDS

2.1. Recognition of Long Service - On Retirement

The Long Service (Retirement) Award will be issued to qualifying employees who leave through normal retirement age, voluntary, early retirement and also those who retire on the grounds of ill health.

2.2. The Long Service (Retirement) Award will consist of the following:

A gift of £150. This will be in the form of retail gift vouchers and the retiring employee may choose which retail outlet. No cash equivalent is allowed to avoid any risk of tax liability.

A personal letter and a Long Service Certificate signed by the Chair of the Board of Trustees and Chief Executive Officer.

2.3. Process

The school will write to the retiring employee confirming the date and details of their retirement, sending pension documentation where appropriate, and will also confirm the details of the long service award. A Long Service request form (Appendix 1) must be completed in order for the central team to request purchase of the gift vouchers. The form should be completed at least one month prior to retirement date.

3 LONG SERVICE AWARDS

Recognition of Long Service - During Employment

3.1 The Long Service award will be issued to Trust employees who accrue 25 years service. The Long Service (during employment) Award will consist of the following:

A gift of £250. This will be in the form of retail gift vouchers and the employee may choose which retail outlet. No cash equivalent is allowed to avoid any risk of tax liability.

A personal letter and a Long Service Certificate signed by the Chair of the Board of Trustees and Headteacher.

3.2 Process

The Head and School Business Manager in each school are responsible for monitoring staff length of service data. If an employee is approaching the 25 years' continuous service milestone, the school will complete the request form at Appendix 1 and ensure that it is countersigned by the Head teacher (CEO for

Central Team staff). On receipt of the Long Service Award Request form, the Head of HR will write to the employee confirming the years of continuous service, and will also confirm the details of the long service award. A Long Service request form must be completed in order to request purchase of the gift vouchers. The form should be completed at least one month in advance.

4 **WHERE AN EMPLOYEE IS ELIGIBLE FOR BOTH A LONG SERVICE AND RETIREMENT AWARDS**

4.1 Should the employee be both retiring and have accrued 25 years continuous service at the same time only the higher value of the two awards will be applicable.

5 **APPENDICES**

Appendix 1 - Long Service Award Request Form

Appendix 1 - Long Service Award Request Form

Type of Award (please circle)	Retirement (20 years' service) / Long Service (25 years' service)
Full Name	
Home address	
School(s)	
Job role/title	
Commencement date of employment	
Date of termination of employment	
Value of Long Service/Retirement Award	
Supplier from which gift vouchers are requested	
Signature of authorisation - Headteacher	
Approved for payment - Head of HR	
Approved for payment - CEO/CFOO	