

# Long Service Award

*We will provide this policy on request at no cost, in large print, in Braille, on tape or in another non-written format.*

## Introduction

Loretto Housing recognises the contribution made by its employees to the success of the organisation.

We therefore feel it is appropriate to have arrangements in place to be followed when a long serving employee retires or leaves, in order that an opportunity to recognise and mark their long service is not missed.

For the purposes of this policy long service constitutes a period of five or more years' service.

The following arrangements will therefore, subject to the agreement of the employee concerned, apply.

These arrangements are intended to supplement and support any arrangements which employees make on the resignation/retiral of a colleague.

Loretto Housing will:

- Contribute £30 towards the catering costs of all presentation functions for employees with five or more years' service, based upon a traditional workplace presentation of tea/coffee/cakes.
- Make a contribution to a retirement/leaving gift based upon the employee's length of continuous service with the organisation, using the following scale:
  - 5 - 10 years' service £100
  - 11 - 15 years' service £200
  - 16 - 20 years' service £300
  - 20+ years' service £400
- The employee's wishes will be respected in all cases, and if the employee prefers, the contribution from the organisation can be utilised to help subsidise a more elaborate function outwith the organisations premises.
- A member of the Coordinating Management Group will attend all such presentations where these are held within the organisation's premises.
- The above provisions will be managed by the employee's head of section/project, who will take into account the employee's wishes.

Please note that the following arrangements are subject to staff having 5 or more years' service and will apply to:

- all categories of employees regardless of grade
- all employees who are leaving to pursue alternative employment
- all retirals, including those on the grounds of organisational change or ill health
- all employees who are leaving a permanent post to take up relief work in the organisation

It does not apply to employees who are dismissed from the organisation on the grounds of misconduct.