



Leicestershire Traded Services

# Long Service Award Guidance for Thurlaston CE (Aided) Primary School

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It will be reviewed on:

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## Purpose

The County Council's Local Conditions of Service includes a Long Service Award on the completion of 25 years' aggregated service.

The purpose of this guidance is to outline the long service award initiative, the application of it, eligibility criteria and to identify the available options for Schools, Colleges and Academies for issuing the award to eligible employees.

## Scope

The award generally applies to all employees, regardless of whether they work full-time, part-time, term-time only, annualised hours or, on a fixed term contract. It does not apply to casual staff.

The section below further explains the eligibility criteria for employees.

## Employees Entitlement to Long Service Award – Eligibility Criteria

Employees who are permanent or fixed-term (temporary) at the time that they achieve 25 years' aggregate service are eligible to receive the award.

All Leicestershire County Council (LCC) service counts, whether continuous or aggregate. Service with another local authority or another school employer, e.g. an independent school, academy trust, free school, etc. does not count.

For employees who were affected by local government re-organisation in Leicestershire at 1<sup>st</sup> April 1974 and/or at 1 April 1997, only service when their employer was the County Council counts. Service with Leicester City Council or Rutland County Council before 1<sup>st</sup> April 1974 or after 1<sup>st</sup> April 1997 does not count.

For employees who have transferred into the County Council from another employer on their existing terms and conditions under the Transfer of Undertakings (Protection of Employment) Regulations (TUPE) and retained those conditions of service, the provisions governing any long service award (e.g. length of service required, type/amount of the award, etc.) will be those applicable at their previous employer as at the date of their transfer.

For employees who have transferred under TUPE from the County Council to another employer and then returned to County Council employment as a result of a further TUPE transfer of the same function (i.e. the same service or the same school), all their service in the function that transferred will count.

Whilst this entitlement is a LCC initiative, it also applies to Maintained School employees who have TUPE transferred over to an Academy and any new employees who have joined the Academy unless this has been negotiated and agreed otherwise with unions.

## Long Service Award Options and Procedure

In recognition of achieving 25 years' service, an employee is entitled to receive an award for this in the form of either:

- A high street retail vouchers of their choice to the value of £250 which the school/college/academy is responsible for purchasing.
- A gift up to the value of £250 if they wish, which the school/college/academy is responsible for purchasing. If this option is chosen by the employee then they should be made aware that a gift should equal no more than this amount exactly and no compensation shall be given where the item is less than £250. N.B. If agreed between the employee and the school/college/academy, the employee may wish to make an additional contribution to enable a specific gift of a value greater than £250 to be purchased by the school/college/academy.

Employees may choose which one of the above they wish to receive; the School/College/Academy is responsible for initiating the award.

It may be necessary to verify employment service records, e.g. to confirm service in cases where the employee has moved between different schools in Leicestershire. Where the School/College/Academy buys into HR Services, they may contact the ESC Service Desk to arrange for the Council's electronic and manual records to be checked.

The School/College/Academy may also wish to issue the employee a Long Service Certificate in addition to one of the above entitlements; certificates may be ordered from Central Print at the County Council. The charge is currently £11.00 but is subject to review on 1<sup>st</sup> April each year. The Long Service Certificate Order Form (attached at Appendix B) should be completed and sent to Central Print, Corporate Resources Department, Leicestershire County Council, County Hall, Glenfield, Leicester, LE3 8RA. The completed certificate will be posted directly to the school/college and the cost will be debited to the school/college's budget.

The Headteacher/ Principal or the Chair of Governors should present the award and certificate (where purchased) to the employee on the date which they achieve 25 years' service. However, some employees may prefer not to have a formal presentation or to receive a certificate. In these circumstances, it is good practice for the Headteacher/ Principal to write a personal letter to the employee acknowledging their service and then arrange to issue them with their chosen award, which is then given to the employee by their line manager.

Dear

## Appendix A – Template Letter to Employee

My records show that on .....you will have achieved 25 years' service with Leicestershire County Council.

In recognition of this achievement you are entitled to a receive either:

- a gift voucher of £250 for a high street retailer of choice

OR

- a specific gift up to the value of £250. [Alternatively, you may prefer to make an additional contribution towards the purchase of a specific gift of a greater value.] (delete as appropriate).

Please could you confirm which of the above options you wish to receive and I will make the necessary arrangements.

Finally, may I take this opportunity to offer you my congratulations on this achievement and to say how grateful I am for your commitment to this School/College/Academy and to Leicestershire County Council.

Yours sincerely,

Head Teacher/Principal

## Appendix B – Employee Achieving 25 years’ Service – Certificate Request Form

If you wish to present the employee with a certificate, please complete and return this form to **Central Print, Corporate Resources Department, Leicestershire County Council, County Hall, Glenfield, Leicester, LE3 8TG**. The cost of the certificate is £11.00 which will be charged directly to cost code provided.

**The certificate when produced will be returned to the School/College/Academy via Schools Post.**

DATE CERTIFICATE IS REQUIRED:	
NAME OF EMPLOYEE TO BE SHOWN ON THE CERTIFICATE (PLEASE USE BLOCK CAPITALS):	
NAME OF SCHOOL/COLLEGE/ ACADEMY:	
DATE OF 25 YEARS ACHIEVED:	
SCHOOL/COLLEGE/ ACADEMY COST CODE:	
Authorised on behalf of School/College/Academy:	
Designation:	
Date Requested:	