



# **Lincoln Christ's Hospital School**

## **Long Service Award Policy**

**Link member of staff:**

**Martin Mckeown**

**Date reviewed by SLT:**

**October 2020**

**Review Date:**

**October 2022**

## **INTRODUCTION**

This scheme recognises and shows appreciation of long and loyal serving employees by giving them the opportunity to purchase a gift from the school, chosen by the employee.

This document applies to all Lincoln Christ's Hospital School employees, subject to the criteria outlined within the "application" section of the policy.

## **APPLICATION**

All employees who have completed 25 years continuous service with Lincoln Christ's Hospital School.

## **PROCEDURE**

Service must be continuous with Lincoln Christ's Hospital School. Service interrupted by any of the following will count as continuous –

- Service with the Territorial Army as 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 has broken their service to have a child or children before Maternity Leave provisions were in force. In these circumstances employees can aggregate their service for the purposes of Long Service provision. This is subject to their not having other employment during the break.

Once an employee has left Lincoln Christ's Hospital School they are no longer entitled to an award. This includes staff who might have transferred to other authorities or to Academies, which might have their own schemes.

## **SUPPLY OF GIFTS**

The employee will be notified that a gift is due at the beginning of the academic year, and informed of the amount of the award. They will be invited to select a gift of their choice. They may add funds of their own to the value of the item if they wish to do so.

The item will then be delivered to them directly.

## **PRESENTATION**

The presentation of a certificate will be carried out by the Headteacher.

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

If an employee dies in service in a situation which would have merited an award, the gift will normally be presented to the surviving partner. The Headteacher is responsible for making such arrangements, taking into account individual circumstances.

## **PRICE OF GIFTS**

The prices of gifts are shown below.

25 years' service - £50