

| <b>Long Service Awards Procedure</b>                                       |   |
|--|---|
| <b>Enabling Policy Statement;<br/>Executive Owner;<br/>Approval Route:</b> | Our Colleagues – Chief Operating Officer – Operations Committee |
| <b>Is the Procedure for<br/>internal use only (Non-<br/>disclosable)?</b>  | Disclosable   |
| <b>Associated Policy<br/>Statements:</b>                                   | N/A   |
| <b>Authorised Owner:</b>   | Human Resources Director  |
| <b>Authorised Co-ordinator:</b>  | Associate Director (People Services)                            |
| <b>Effective date:</b>   | 31 March 2025   |
| <b>Due date for full review:</b>   | 31 March 2028   |
| <b>Sub documentation:</b>  | N/A   |

### Approval History

| <b>Version</b> | <b>Reason for review</b>        | <b>Approval Route</b>                 | <b>Date</b>   |
|----------------|---------------------------------|---------------------------------------|---------------|
| 1.0            | Migration to the POPP structure | Operations Committee (Chair's Action) | 31 March 2025 |

## 1. Purpose

The Long Service Awards, established in 1991 for the University's 25th anniversary, recognise and thank colleagues for their long-term commitment to the institution.

## 2. Scope and Exceptions to the Procedure

Long service recognition is based on a member of staff's continuous service to the University:

The following periods of service are recognised:

|          |          |
|----------|----------|
| 10 years | 25 years |
| 15 years | 40 years |
| 20 years | 50 years |

## 3. Definitions and Terminology

N/A

## 4. Procedural Principles

**4.1** Recognition of service should be made at Faculty/Unit level for 10 years' service and at University level for 15, 20, 25, 40 and 50 years' service.

**4.2** The recommended form of recognition is as follows:

- 10 years: Letter from Faculty Dean/Area Director plus 1 extra day's annual leave which must be taken within the 12 month period following the long service recognition.
- 15 years: Letter from Vice Chancellor plus three extra day's annual leave which must be taken within the 12 month period following the long service recognition.
- 20 years: Letter from Vice Chancellor plus an additional five days' annual leave which must be taken within the 12 month period following the long service recognition.
- 25 years: Invitation to Vice-Chancellor's Long Service Reception and gift of own choice up to the value of £500.
- 40 years: Invitation to Vice-Chancellor's Long Service Reception, gift of own choice up to the value of £800 and personalised gift from the University.
- 50 years: Invitation to Vice-Chancellor's Long Service Reception, gift of own choice up to the value of £1000 and personalised gift from the University.

### 4.3 Key Principles

- 4.3.1 You will be notified of your long service award via letter and qualifying members of staff will be invited to attend an annual Reception by the Vice-Chancellor.
- 4.3.2 Where the extra day(s) are awarded, annual leave will only apply to the year in which it is awarded and is not a rolling annual entitlement.

- 4.3.3 For those members of staff who are part-time, the amount of annual leave will be pro rata, and will be based on the contracted hours at the time of the award.
- 4.3.4 We are not able to make a payment in lieu of the additional leave, where awarded
- 4.3.5 The gift value is irrespective of part-time hours.

#### **4.4 Tax Position**

HMRC allows for tax-exempt long service awards to be made where:

- i) the relevant period of service is not less than 20 years and;
- ii) no similar award has been made to the recipient within the previous 10 years and;
- iii) the total award does not exceed £50 per year of service. This includes any party or presentation costs.

HMRC's ruling does not affect additional days of annual leave.

## **5 Governance Requirements**

### **5.1 Implementation: Communication Plan**

The procedure was communicated with colleagues when first published. The procedure is currently referenced within the staff handbook and shared through the University intranet.

### **5.2 Implementation: Training Plan**

The procedure is managed by the HR department and guidance is given on the procedure when required.

### **5.3 Review**

This procedure will be reviewed every 3 years or sooner if required by a change in relevant legislation or practice.

### **5.4 Legislative Context and Higher Education Sector Guidance or Requirements**

N/A

## **6 Sustainability**

This Long Service Award Procedure supports the organisation's commitment to Sustainable Development Goal 8: **SDG 8 (Decent Work and Economic Growth)** – Promote sustained, inclusive and sustainable economic growth, full and productive employment, and decent work for all.

Recognising long-serving staff reflects our belief that meaningful, stable, and rewarding employment is central to organisational success. By celebrating the dedication and contributions of employees over time, we promote:

- **Productive and fulfilling work environments**, where individuals are motivated to grow and remain;
- **Shared economic benefit**, acknowledging that our progress is built on the sustained efforts of our people;
- A **culture of recognition and retention**, strengthening the long-term value of employment with our organisation;
- **Fair, inclusive work practices**, where all contributions are appreciated and rewarded.

## 7 Stakeholder Engagement and Equality Impact Assessment

An Equality Impact Assessment was completed on 24 January 2025 and is held by the Authorised Co-ordinator.

Stakeholder Consultation was completed, as follows:

| Stakeholder    | Nature of Engagement  | Request EB Approval (Y/N) | Date          | Name of Contact |
|----------------|-----------------------|---------------------------|---------------|-----------------|
| Governance     | Review of Version 1.0 | N                         | 8 January 24  | Andrea Langley  |
| H&S            | Review of Version 1.0 | N                         | 24 January 24 | Matt Purcell    |
| Sustainability | Review of Version 1.0 | N                         | 10 April 25   | Martin Wiles    |