

Grants for Leaving parties

1. Eligibility criteria

- 1.1 **Years of service** An employee must have completed 10 years of continuous service with a qualifying organisation, excluding any years as a student. Breaks in service of up to one year are disregarded in counting the years of service.

It should be noted that these awards are not employment rights to which employees are entitled. The awards are part of a specific charitable grants scheme under this Charity's staff benefits funding theme. The awards are at the discretion of the trustees who will review the scheme from time to time in consultation with the beneficiary NHS Trusts.

1.2 **Qualifying organisations**

To be eligible, the employee must be currently employed by:

- Guy's and St Thomas' NHS Foundation Trust
- Lambeth Primary Care Trust
- Southwark Primary Care Trust

The organisations have had many names and configurations since 1974. Generally years of service in an acute hospital or community-based NHS organisation (that directly delivers patient services) based in Lambeth and/or Southwark will qualify. This does not include the Lambeth Southwark and Lewisham Health Authority/Strategic Health Authority or hospitals/community services in Lewisham. However, staff transferred to Lewisham PCT from Community Health South London NHS Trust remain eligible if their previous service was in qualifying organisations.

Employees of The South London and Maudsley NHS Foundation Trust has its own arrangements for its employees.

2. Awards

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| 2.1 | 10 – 15 years | £150 |
| 2.2 | 16 – 20 years | £200 |
| 2.3 | 20 – 25 years | £250 |
| 2.4 | 25 years and over | £350 |

Please note that party grants are not personal gifts to individuals. The Inland Revenue rules state that parties must be open to all eligible employees. If a leaving party is not held no grant is awarded – the money cannot be used for something else.

3. Process

- 3.1** There should be a completed application form for ALL employees. This is a change as, previously, staff working for Guy's and St Thomas' NHS Foundation Trust using the Trust's catering services did not need to complete a form.
- 3.2** The manager should complete the form on the employee's behalf and email the form to the address on the form.
- 3.3** The application form will be acknowledged and the grant will be confirmed to the person making the application.
- 3.4** If the option of seeking reimbursement after the party is selected, the claim form will be sent to whoever is named on the form to receive it.

Revised June 2008