

Long Service Awards

1. Eligibility criteria

1.1 Years of service

These awards are a reward for long service. An application can be made when an employee reaches his/her 25th anniversary of having worked in a qualifying organisation. The employee does not have to be leaving to receive an award.

If an employee is leaving having completed more than 20 years but less than 25, he/she can apply for a gift in accordance with the awards details below.

The service must be continuous service within the 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

2.1 Twenty years to twenty four years and 364 days

- Silver badge.
- £500 gift vouchers.

2.2 Twenty five years

- Gold badge
- £600 gift vouchers

3. Timing

In what follows the references to the Long Service Awards Ceremony is relevant only to employees of Guy's and St Thomas' NHS Foundation Trust. However, the Charity is in discussion with the other beneficiaries about setting up a similar event for their employees. Non-Hospital Trust applicants will be advised on progress with this at the time of application.

3.1 Silver badge/£500 gift vouchers

To be eligible for these, an employee will be leaving employment. The gift vouchers can be claimed immediately after the formal leaving date OR receipt of the vouchers can be deferred until the next Long Service Awards Ceremony when they will be presented with the badge. Please note that, if an employee has already received his/her badge, he/she cannot be invited to a second Long Service Awards Ceremony.

Gold badge/£600 gift vouchers

Badges will be presented at the Long Service Awards Ceremony which follows the twenty-fifth anniversary of employment.

The gift vouchers can be claimed immediately after the twenty-fifth years of employment anniversary OR receipt of the vouchers can be deferred until the next Long Service Awards Ceremony when they will be presented. Please note that, if an employee has already received his/her badge, he/she cannot be invited to a second Long Service Awards Ceremony.

4. Process

4.1 The employee should complete the application form and get it signed by his/her manager or the manager can complete the form on the employee's behalf.

4.2.1 A signed copy of the application form is required before any action is taken (electronic signatures are acceptable). Therefore the form can be faxed, sent by post or delivered by hand. An unsigned electronic version of the form can be sent as well but this will be held "pending" until receipt of the signed version. All the contact details appear on the application form.

4.2.2 Receipt of the form will be notified to the manager who signed it who, as a security measure, will be asked to verify his/her signature.

4.3.1 ***Twenty years to twenty four years and 364 days (employee must be leaving employment)***

- If the employee opts to receive the gift tokens immediately, these can be collected just before the employee leaves – the award letter sets out the arrangements. A copy of the application form will be forwarded to the Hospital Trust so that the employee can be included on the list of employees invited to the next Long Service Awards Ceremony to collect his/her badge if that is their wish.
- If the employee opts to receive the gift tokens and silver badge at the Long Service Awards Ceremony, receipt of the form will be acknowledged and the form itself will be forwarded to the Hospital Trust so that the employee can be included on the list of those receiving their gift and long service badge at the next Long Service Awards Ceremony.

4.3.2 ***Twenty-five years service award***

- If the employee opts to receive the gift tokens earlier than the Long Service Awards Ceremony, the employee will be advised when the vouchers can be collected. A copy of the application form will be forwarded to the Hospital Trust so that the employee can be included on the list of employees invited to the next Long Service Awards Ceremony to collect his/her badge if that is their wish.
- If the employee opts to receive the gift tokens with the gold badge at the Long Service Awards Ceremony, receipt of the form will be acknowledged and a copy forwarded to the Hospital Trust so that the employee can be included on the list of those receiving their gift vouchers and long service badge at the next Long Service Awards Ceremony.

- 4.3.3** In the event that an employee is unable to attend the Long Service Awards Ceremony, the office of the chairman of the Hospital Trust is usually able to make an alternative arrangement for the award to be presented by the chairman or her representative shortly after the formal ceremony. If an employee does not wish to attend the Long Service Awards Ceremony or want any formal presentation, arrangements can be made for the badge to be collected after the ceremony. In view of their monetary value, badges and vouchers cannot be posted but must be collected in person.
- 4.3.4** If you work for Lewisham PCT and would have been eligible for a grant for service of more than 15 years but less than 20 years under the previous award scheme, you should contact John.Newbury@lewishampct.nhs.uk.

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