

PROTOCOL FOR RECOGNISING LONG SERVICE AND RETIREMENTS OF TRUST STAFF

1. Introduction and Aims

- 1.1 The United Lincolnshire Hospitals NHS Trust wishes to ensure that staff who been employed within the NHS for a long period of time receive positive recognition for this service. It also wishes to ensure that those who retire following a number of years within the NHS receive an appropriate "send off" as a thank you for their hard work.
- 1.2 This protocol has been developed in partnership between management and staff-side and will be administered in a partnership approach, taking account of the over-riding aim (1.1 above) as well as the importance of managing Trust monies responsibly.
- 1.3 The protocol outlines the awards available to staff who have achieved long service within the NHS or who are retiring from the Trust. It also provides advice on the process to be followed to obtain these awards.
- 1.4 This protocol replaces the previous "procedural note" and takes effect as follows:
- For retirements from 18th August 2009 onwards
 - For long service awards - service accrued up to and including 31st March 2009 will be recognised for the 2009 / 2010 awards round. Following this, service accrued at 31st March in any year will be recognised for the subsequent awards round.

No retrospective claims may be made under the terms of this protocol.

2. Long Service Awards

- 2.1 Long Service Awards will be made to staff who complete the agreed number of years' service (see 2.2 below) within the NHS. Note that this service need not be continuous. Years spent as a student will only be recognised if the individual was on the payroll of an NHS organisation. The number of years of recognised service will commence at 25 years and continue to be recognised at 5 yearly intervals, with no upper limit.
- 2.2 Awards shall be made as follows, based on completed service achieved as at 31st March in any given year:

Number of complete years' service	Value of award
25 years	£100
30 years	£125
35 years	£150

40 years	£175
45 years	£200
Etc.	Etc.

2.3 The awards will take the form of vouchers. The Trust has decided to use award vouchers purchased from "thevouchershop.co.uk" because of their comprehensive range of gift vouchers which can be redeemed in a wide range of high street outlets. It is envisaged that the H.R. Department will purchase vouchers in bulk and issue them to appropriate staff as determined by the criteria set out elsewhere in this document.

2.4 The H.R. Department in conjunction with Staff-side colleagues will organise a Long Service Awards ceremony for each of the Trust's main sites. These will take place in the Autumn of each year, in recognition of service completed up to and including 31st March of that year.

2.5 Individuals who have completed any of the milestones detailed in 2.2 above will be invited to attend the ceremony, along with a partner / friend / family member of their choice. Those who attend the ceremony will receive their award – along with a certificate – from the Trust Chair (or a nominated deputy). They will also be presented with a lapel pin to mark their achievement. The ceremony will be attended by key managers appropriate to those receiving awards and the relevant staff-side lead.

2.6 Those who do not wish or unable to attend the ceremony will receive their voucher, lapel pin and certificate locally – to be agreed with their line manager (eg at a team meeting).

3. Retirement Awards

3.1 Individuals who are retiring from the Trust having completed at least 15 years' service within the NHS are eligible to receive a retirement award and support in arranging a suitable "send off " event. (In exceptional circumstances – eg relating to ill health – staff-side in conjunction with HR may agree to make an award to an individual who has not achieved 15 years' service)

3.2 Line Managers of those retiring are responsible for making appropriate arrangements to mark this event in close conjunction with the individual concerned, with the aim of ensuring that, wherever possible, the arrangements meet the particular wishes of the individual.

3.3 The line manager should contact the secretary to the Chairman to notify him / her of the retirement date in order to ensure that a letter from the Chairman is prepared in a timely manner to mark this event and sent to the individual.

3.4 Should the individual wish it, the line manager may also wish to liaise with the Trust's communications team to consider an inclusion in the Trust newspaper as appropriate.

3.5 Awards shall be made based on completed service achieved as at the date of the retirement :

- From 15 years' to 24 years', £5 per year of service will be awarded.

- From 25 years' to 29 years' service, an additional £10 will be awarded per year accrued over and above 24 years'
- From 30 years' service upwards, a total award of £200 will be made.

This is detailed in appendix 1.

- 3.6 The awards will take the form of vouchers. The Trust has decided to use award vouchers purchased from "thevouchershop.co.uk" because of their comprehensive range of gift vouchers which can be redeemed in a wide range of high street outlets. It is envisaged that the H.R. Department will purchase vouchers in bulk and issue them to appropriate staff as determined by the criteria set out elsewhere in this document.
- 3.7 Should the individual wish for a retirement function / social event to be organised to mark their retirement, the Trust is able to contribute to this, by providing an in-house buffet for up to 50 people. Arrangements should be made by the line manager in conjunction with the individual and / or other colleagues.

Denise Langley
August 2009

Appendix 1

Retirement Awards: Value

Number of complete years' service	Value of award (in vouchers)
15 years	£75
16 years	£80
17 years	£85
18 years	£90
19 years	£95
20 years	£100
21 years	£105
22 years	£110
23 years	£115
24 years	£120
25 years	£130
26 years	£140
27 years	£150
28 years	£160
29 years	£170
30 years plus	£200

United Lincolnshire Hospitals



NHS Trust

RETIREMENTS – INTERNAL ORDER FORM

SECTION A

Name of Recipient:	
Date of Retirement:	
Age at Retirement <i>(give date of Birth):</i> <i>This <u>must</u> be verified by the Site HR Dept. to confirm eligibility</i>	
Length of continuous service with NHS: <i>(give Date of Start):</i>	
Department & Hospital:	
Authorised by: <i>(Signature of Site Line Manager)</i> Print Name:	Authorised by: <i>(Signature of Site HR Officer)</i> Print Name:
Contact Telephone Extension <i>(for Line Manager)</i>	
Voucher Amount	
Date Required:	

SECTION B:

Voucher collected: <i>(Please Print Name)</i>	
Contact Tel. Ext:	Date of Collection:
Confirmation of receipt of voucher:	

Please send this form when Section A is completed to:

Site HR Team