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| **Document Control Sheet** |

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**Scheme for Long Service Retirement Awards**

1. **Scope of the Scheme**

The scheme recognises the long service of teachers and support staff by the presentation of a gift on retirement. The scheme extends to all employees who work in a Suffolk County Council school. The details of the scheme are set out below and to be eligible for a gift employees must fulfil the conditions stated.

1. **The Scheme**

The qualifying period for an award is 20 completed continuous actual years’ service with the school (i.e. excluding any enhancements). Previous continuous service with appropriate constituent authorities before 1 April 1974 (or as the result of any other compulsory transfer of functions to the County Council) will be recognised as will continuous service with the Suffolk Police Authority, the Magistrates Courts Committee, and the Probation Committee. For employees returning to a school in Suffolk County Council after a break in service for maternity/paternity reasons, a break of not exceeding eight years can be allowed provided no other permanent full-time employment has intervened.

Any service for which a long service award has previously been made will not qualify under this scheme The scheme is effective from 1 October 1987.

Awards will be made only on the retirement of employees and will normally be made at the customary retirement age of employees but can be made earlier if employees decide to retire from the County Council's employment before that age and possess the necessary service qualification or in cases of redundancy, ill health, early retirement, and any other similar reasons.

Long service awards will be in the form of a tangible retirement gift chosen by employees valued at an amount calculated as follows:

Service \*qualifying as half time or less

£4.30 for each actual completed year of service;

Service \*qualifying as more than half time

£8.60 for each actual completed year of service.

\* Qualifying service will be calculated on the basis of hours or sessions worked as a proportion of full time hours appropriate to that grade of staff.

Awards will be based on average working time over the last five years’ service before retirement.

Although there is no simple definition of what is meant by a "tangible" gift it is clear that items of a consumable nature, such as food, drink, fuel, clothing, etc. are not tangible for the purposes of the scheme and should not be purchased.

The long service award cost comes out of the individual school budget.

When processing on iTrent make sure to put leaving reason as ‘retirement’ and ‘yes’ in eligible for long service award section on the leaver eform.

The employee can choose a gift, or gifts, from a supplier of their choice. The school will arrange for an order to be issued which the employee can take to the supplier to invoice the school for payment. If the cost of the item(s) which the employee chooses (including VAT) exceeds the value of the award, the excess will be payable by the employee when the purchase is being arranged. If the item(s) amount to less than the value of the award, there will be no payment of the balance in cash.

**Summary of changes**

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| **Document control** |
| **Date** | **Section(s)** | **Update(s)** |
| 30/08/2024 | Whole document | Process updated for the whole document |
| 30/08/2024 | Whole document | Process of claiming through payroll removed, comes out of school budget |
| 30/08/2024 | Whole document | Removed out of date information |
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