

## LONG SERVICE RECOGNITION POLICY

<b>Author:</b>	<b>Head of HR – Policy &amp; Governance</b>
<b>Responsible Lead Executive Director:</b>	<b>Human Resources Director</b>
<b>Endorsing Body:</b>	<b>Area Partnership Forum</b>
<b>Governance or Assurance Committee</b>	<b>Staff Governance Committee</b>
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<b>Responsible Person</b>	<b>Head of HR – Policy &amp; Governance</b>

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### CONSULTATION AND DISTRIBUTION RECORD

<b>Contributing Author / Authors</b>	R. Hibbert –Head HR - Policy & Governance A. Bevan – HR Manager AM Campbell – Head of HR – Employee Relations
<b>Consultation Process / Stakeholders:</b>	<ul style="list-style-type: none"> <li>• L.Airns - GMB</li> <li>• D. Patrick – HR Business Partner</li> <li>• M.Cranmer – RCN</li> <li>• C.McGinty - GMB</li> <li>• SA O'Hare – Senior Nurse</li> <li>• A. Dunlop – Service Manager, Occupational Health</li> <li>• S. Stewart - Unite</li> <li>• J. Hughes – RCN</li> <li>• M. Thomson – Head of Health North Lanarkshire HSCP</li> </ul>
<b>Distribution</b>	<ul style="list-style-type: none"> <li>• NHSL public website</li> </ul>

### CHANGE RECORD

Date	Author	Change	Version No.
May `18	Deputy HRD	GDPR statement added into section 3 and updated name of Data Protection Act	3
Dec 2021	Head of HR – Policy	Updated membership of Joint Policy Forum	3
December 2024	Head of HR -Policy & Governance	Alter annual leave to special leave. Update JPF membership. Update sender of personal letter so it reads HR Director.	4

## 1. INTRODUCTION

NHS Lanarkshire recognises the importance of thanking and rewarding staff who have achieved long service within the NHS.

## 2. AIM, PURPOSE AND OUTCOMES

The following arrangements have been approved to recognise and reward staff who have achieved long service.

These arrangements apply to staff with at least 25 years National Health Service experience, of which the last five must have been served within NHSL.

## 3. SCOPE

### 3.1 Who is the Policy intended to Benefit or Affect?

Eligible Employees

NHS Lanarkshire takes care to ensure your personal information is only accessible to authorised people. Our staff have a legal and contractual duty to keep personal health information secure, and confidential. In order to find out more about current data protection legislation and how we process your information, please visit the Data Protection Notice on our website at [www.nhslanarkshire.scot.nhs.uk](http://www.nhslanarkshire.scot.nhs.uk) or ask a member of staff for a copy of our Data Protection Notice.

### 3.2 Who are the Stakeholders

Eligible Employees

## 4. PRINCIPAL CONTENT

The scheme will apply to any member of staff with at least 25 years National Health Service experience of which the last five years must have been served within NHSL.

For staff who are or have been employed by a Contractor to NHSL or within a PPP the position is as follows:-

- staff who were subject to competitive tendering, but have been returned to the employment of NHSL, all service will be counted.
- staff employed by a Service Contractor will have all service exclusively within the NHS environment counted under the 25 years rule, but the last 5 years must have been served within the NHSL environment.

Periods of employment with employers outside the NHS will not count as service with respect to this Long Service Recognition Scheme, other than service outlined in paragraph 4 above.

Staff who retire between milestone years without having received recognition of any kind, will receive the award they would have received at their previous milestone year.

### **25 YEARS**

On the anniversary date of 25 years service, the member of staff will receive a personal letter from the HR Director congratulating them and thanking them for their service.

The member of staff will also be granted one day's special leave\* in their anniversary year in addition to their normal entitlement. The timing of this will be arranged with their manager, bearing in mind the exigencies of the service.

### **30 YEARS**

On the anniversary date of their 30 years of service, the member of staff will again receive a personal letter from the HR Director.

The member of staff will also receive one days\* special leave in the anniversary year, in addition to their normal entitlement, arranged through agreement with their manager and subject to the exigencies of the service.

### **35 YEARS**

On the anniversary date of their 35 years of service, the member of staff will again receive a personal letter from the HR Director.

The member of staff will also receive 2 additional days\* special leave in the anniversary year, in addition to their normal entitlement, arranged through agreement with their manager and subject to the exigencies of the service.

### **40 YEARS**

On the anniversary date of their 40 years of service, the member of staff will again receive a personal letter from the HR Director.

In addition to their normal annual leave entitlement the member of staff will receive 5 days\* of special leave in their 40<sup>th</sup> anniversary year. Again, this will be arranged with their manager, subject to the exigencies of the service.

### **45 YEARS**

On the anniversary date of their 45 years service the member of staff will again receive a personal letter from the HR Director.

In addition to their normal annual leave entitlement the member of staff will receive 5 days\* special leave in their 45<sup>th</sup> anniversary year. Again, this will be arranged with their manager, subject to the exigencies of the service.

### **50 YEARS**

On the anniversary date of their 50 years service the member of staff will again receive a personal letter from the HR Director

In addition to their normal annual leave entitlement the member of staff will receive 5 days\* special leave in their 50<sup>th</sup> anniversary year. Again, this will be arranged with their manager, subject to the exigencies of the service.

### **\*CALCULATION OF SPECIAL LEAVE**

Where staff work standard shifts other than 7.4 hours excluding meal breaks, special leave must be calculated on an hourly basis to prevent staff on these shifts receiving greater or less than other colleagues on standard shifts. (Section 13 of AfC Terms & Conditions of Service). Where staff work part-time, entitlements to special leave must be calculated pro-rata to the full time entitlement

## **5. ROLES AND RESPONSIBILITIES**

### **The Human Resources Department will;**

- Identify eligible employees from information provided on eESS.
- Forward the necessary information to the HR Director, along with a template letter.

### **Managers will;**

- Add the additional special leave to the staff member's allocation as appropriate and agree a suitable time for the leave to be taken.

**6. RESOURCE IMPLICATIONS**

Possible costs associated with covering extra special leave allocated.

**7. COMMUNICATION PLAN**

The Policy will be communicated via the NHSL internet and intranet.

**8. QUALITY IMPROVEMENT – Monitoring and Review**

- This policy will be available on the corporate website and HR website.
- This policy will also be discussed at the appropriate management team meetings and local partnership fora.
- Staff within HR will be briefed on the content of the policy.

**9. EQUALITY AND DIVERSITY IMPACT ASSESSMENT**

This policy meets NHS Lanarkshire's EQIA



(tick box)

**10. SUMMARY**

This policy outlines how staff are rewarded for long service within the NHS and, specifically, NHS Lanarkshire.

**11. REFERENCES**

- Minutes of NHS Lanarkshire's Joint Policy Forum