



Long Service Award Policy

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1.	Introduction
1.1	The council wishes to recognise and reward long serving employees' loyalty to the council within their employment. Long service will be formally acknowledged in accordance with this policy.
2.	Award
2.1	An award to the value of £150 will be in the form of an appropriate gift or redeemable voucher obtained from a range of retail or other appropriate organisations.
3.	Eligibility
3.1	To be eligible for an award an employee:- <ul style="list-style-type: none"> • must be currently employed by the Council; • must have completed 20 years continuous service with Wyre Council (a break in service of up to eight years for maternity reasons will be disregarded as breaks when determining continuous service, except if other full time employment has been taken).
3.2	A further long service award of £150 will be made to those who have 40 years of service with Wyre Council.
3.3	Where a previous long-service award has been made in the previous 10 years the payment is not exempt from HM Revenue and Customs deductions. This payment must be made via the payroll system so that the appropriate deduction can be made in respect of tax and National Insurance.
4.	Procedure
4.1	The Human Resources section will identify those employees who are eligible for the receipt of an award, verify the employee's continuous service and inform them of their entitlement to a Long Service Award.
4.2	The employee will be invited to choose their gift/voucher to the value of their award, subject to 3.3 above.
4.3	Where section 3.3 does not apply no tax or National Insurance will be payable on the award as Wyre Council policy is compliant with HMRC Regulations.
5.	Equality Impact Assessment and Monitoring
	The operation of this policy will be monitored for its impact on different equality groups in line with the Equality Act 2010. This will enable the Council to assess whether any differences have an adverse impact on a particular group, such that further action would be required.

6.	Data Protection Act
	In implementing this policy, the Council will ensure that any personal data relating to the application of this policy will be obtained, processed and destroyed in line with Data Protection requirements.

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