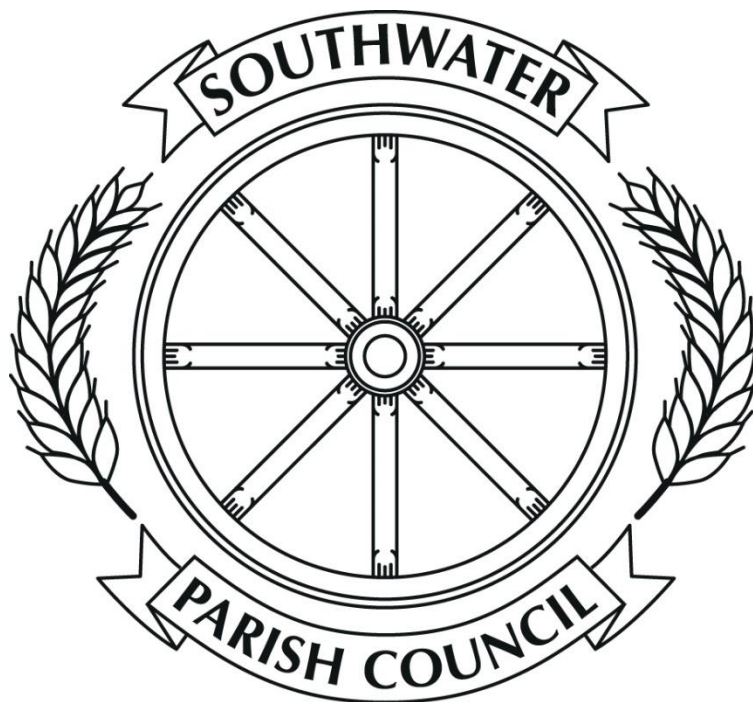


SOUTHWATER PARISH COUNCIL

LONG SERVICE RECOGNITION POLICY



Last Reviewed:

January 2025

Approved:

Full Council Meeting – 15 January 2025

Review Period:

Every 3 Years

Next Review:

December 2028

INDEX

Contents

1. Purpose and Scope.....	2
2. Long Service Awards	2
3. Holiday Entitlement	2
4. Retirement Gifts	2
5. Presentation of Awards	2
6. Review	3

1. Purpose and Scope

Southwater Parish Council values the dedication and loyalty of its employees. To acknowledge and reward continuous long service, the Council offers long service awards and retirement gifts as a token of appreciation for staff commitment and contributions.

2. Long Service Awards

The Council recognises staff members who have worked for significant periods of continuous employment with the following awards:

- 10 years: £100 gift card.
- 15 years: £150 gift card.
- 20 years: £200 gift card.
- 25 years: £250 gift card.
- 30 years: £300 gift card.

Gift cards will be purchased and presented as a non-pensionable gift. The amount awarded will reflect the net benefit to the employee after any applicable taxes. Southwater Parish Council will cover the tax liability where necessary to ensure the net award matches the stated amounts.

A certificate will be presented by the Chairman of the Council at the time of each long service milestone.

3. Holiday Entitlement

Staff are contractually entitled to 5 additional days of annual leave after 5 years of continuous service. This entitlement will remain in place as part of this policy.

4. Retirement Gifts

Upon retirement or resignation from the Parish Council after 20 years of continuous service, staff members will receive a retirement gift. This will be in the form of a pre-purchased gift (such as a bouquet of flowers or a bottle of spirit) up to the value of £45, to be presented by the Chairman of the Council.

5. Presentation of Awards

Awards will be presented by the Chairman of the Council at an appropriate time close to the relevant service milestone. These presentations serve as a formal recognition of the staff member's contributions to the Parish Council and the local community.

6. Review

This policy will be reviewed every three years or as required to ensure it remains aligned with Council practices and employee benefits.