



Long Service Awards Policy

Introduction

Elizabeth Finn Homes values the contribution made by all employees and considers it important to recognise, reward and celebrate the commitment and contribution of our colleagues who have worked for the company for many years. These awards are a token of the organisations appreciation and are awarded to you to recognise your commitment and contribution to the organisation once a significant length of continuous service has been reached.

Eligibility

Eligibility is based on permanent employees who reach the long service triggers following the launch of the scheme on 1st July 2023. Casual workers, temporary employees and agency workers are not eligible for the receipt of long service awards. Employees under notice of resignation or dismissal are also not eligible within the scheme.

Length of service will be calculated in line with continuous service, i.e. any employee who have or will transfer or be acquired by the Group will be eligible from the date of their continuous service.

Exceptions

Where you are subject to a disciplinary procedure at the time that the long-service requirement is met, the award will be deferred until the resolution of the disciplinary matter and made at the discretion of the HR Director.

Monetary Awards

All Monetary awards are subject to an employee's usual tax and NI deductions.



Long Service and Triggers

Length of Service	Monetary Award	Paid Leave Award	Additional Award
5 Years	£75	-	-
10 Years	£125	One additional day/shift paid leave to be taken in the anniversary year.	
15 Years	£175	One additional day/shift paid leave to be taken in the anniversary year	

Length of Service	Monetary Award	Paid Leave Award	Additional Award
20 Years	£250	One additional day/shift paid leave to be taken in the anniversary year.	£100 towards lunch or dinner for employee and guest at a restaurant of their choice OR A tea party/ celebration event within the Home. Service or Department
25 Years	£300	One additional day/shift paid leave to be taken in the anniversary year.	£150 towards lunch or dinner for employee and guest/s at a restaurant of their choice OR A tea party/ celebration event within the Home, Service or Department.
30 Years	£350	Two additional day/shift paid leave to be taken in the anniversary year.	£150 towards lunch or dinner for employee and guest at a restaurant of their choice And A tea party/ celebration event within the Home, Service or Department.
35 years	£400	Two additional day/shift paid leave to be taken in the anniversary year.	£175 towards lunch or dinner for employee and guest at a restaurant of their choice And A tea party/ celebration event within the Home, Service or Department.
40 Years	£500	Three additional day/shift paid leave to be taken in the anniversary year.	£200 towards lunch or dinner for employee and guest at a restaurant of their choice And A tea party/ celebration event within the Home, Service or Department.



45 Years	£550	Three additional day/shift paid leave to be taken in the anniversary year.	£250 towards lunch or dinner for employee and guest at a restaurant of their choice And A tea party/ celebration event within the Home, Service or Department.
50 Years	£750	Five additional day/shift paid leave to be taken in the anniversary year.	£350 towards lunch or dinner for employee and guest at a restaurant of their choice And A tea party/ celebration event within the Home, Service or Department.

Procedure

Each quarter the Human Resources Department will identify employees who will achieve long service in the coming three months and highlight this with the relevant Operational/ Departmental Manager in order for them to make arrangements for presenting the award. The presentation of the award will include a certificate and a card to be personalised by the Regional/Operational/ Departmental Manager.

Paid Leave Award

Additional paid leave forms part of the award for long service of 10, 15, 20, 25, 30 and 40 years. The additional paid leave is only applicable for the annual leave year which the long service anniversary falls within (April-March) and will be pro-rated for part time employees. When taken this should be entered onto the relevant payroll system as 'Authorised Paid Leave'.

Additional Award

For employees who reach more than 20 years' long service with the organisation you have the choice of either a voucher towards dinner for themselves and a guest at a restaurant of their choice, or £100 towards a tea party/ event within the Home, Service or Department.

Employees who reach more than 30 years' service will receive both a voucher towards dinner for themselves and a guest at a restaurant and £100 towards a tea party/event within the Home, Service or Department.

Review date	Next Review Date
December 2024	December 2027