

1. Policy Statement

NHSBT are committed to recognising and rewarding your loyal service. We recognise that the high standards and quality of our organisation is dependent on your contribution, effort and loyalty. This policy covers all NHSBT employees

Eligibility

This scheme recognises your long and loyal service to ourselves (or any statutory predecessor Authority), but does not take in to account any other service with other NHS Employers.

The milestones and voucher value for loyal service with continuous or aggregated NHSBT service for:

- 20 years' -£125
- 30 years' -£175
- 40 years' -£250

Our records will normally be able to determine your Continuous Service. However, if we are unable to verify your previous periods of employment (aggregated service) you **must** provide evidence of this before an award can be made.

2. The Process

If you are eligible for an award, this will be automatically identified by HR Pay and Rewards. Your certificate, signed by the Chairman and letter, signed by the Chief Executive, together with your vouchers, will be sent directly to your manager.

Your Manager must notify HR Direct by email (HRDirect@nhsbt.nhs.uk), of the safe receipt of your Loyal Service Award pack. They must also ensure that you are thanked and arrange a presentation if appropriate to recognise the contribution you have made.

You and your award

It is right that when you reach such a milestone in service, we recognise this. All we ask is that you do the following:

- You must not accept your award if you know that your service does not meet the eligibility criteria
- If you believe you are due an award based on aggregated service then you must contact HR Direct and, if required, provide evidence of your previous NHSBT service

Loyal Service payments are subject to Audit Review and we will investigate any claims suspected of being fraudulent or the misappropriation of the vouchers in accordance with the Anti Fraud, Bribery and Corruption Policy.

3. Policy Approval and Review

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Author	Daryl Hall
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