

## Recognition of Long Service

### Introduction

The Oxford Radcliffe Hospital NHS Trust seeks to formally acknowledge and recognise the contribution and loyalty to NHS Trust staff who have given 25 years service to the National Health Service, 10 years of which must be as an employee for the ORH Trust.

#### 1. Who will the award apply to?

1.1 The Award will be given to members of staff employed at the Oxford Radcliffe Hospitals NHS Trust who hold an NHS Contract of Employment and have 25 years service or more with the National Health Service, 10 years of which must be with the ORH Trust.

#### 2. What form will the recognition take?

2.2 The Trust Fund Accountant has advised that it is illegal to make monetary awards, or gift vouchers redeemable for cash to staff whilst they are in our employment, as this is classed as a supplement to remuneration. Therefore, the Award will take the form of gift vouchers for a total value of £250 from one of the following stores:

- John Lewis
- J S Sainsbury
- Marks & Spencer
- Debenhams
- H. Samuel
- Book Vouchers

#### 3. Applying for the Award

3.1 It will be the responsibility of the Head of Department or Direct Line Manager to apply for the Award on behalf of the member of staff by completing the attached application form and returning it to the Human Resources Department.

3.2 The Human Resources Department will then make the necessary arrangements for the purchase of the gift vouchers chosen by the member of staff.

#### **4. Long Service Award Celebration**

- 4.1 Periodically, the Director of Human Resources will arrange a Long Service Award Celebration (Party). All members of staff who have achieved the necessary service and not attended a party previously and received an award will be invited to attend.
- 4.2 A Long Service Achievement Certificate will be awarded at the celebration by the Trust Chairman or Chief Executive.

**Further advice can be obtained from the  
Human Resources Department**

**Application for Long Service / Retirement Gratuity Awards**

From: Manager's Name:..... Date:.....

Ward/Dept:..... Ext No:.....

**Please provide an award in relation to**

Long Service \*  
 Retirement \* \*(please tick as appropriate)

**in favour of:**

Dr/Mr/Mrs/Miss/Ms:.....

Department:..... Ext No:.....

Address:.....

**Details of ORH Service:**

Date employment with ORH commenced:.....

Date of retirement (if applicable):.....

**Details of Service with other NHS bodies:**

From:	To:	NHS Body	No. of Years	No. of Months
<b>Total:</b>				

If service is not continuous please give details:-


**Recognition of Long Service**

**Value of Award:**

Value of Long Service Award:		£250	<input type="checkbox"/> *
Value of Retirement Gratuity Award:	10-14years	£150	<input type="checkbox"/> *
	15-19years	£200	<input type="checkbox"/> *
	20-24years	£250	<input type="checkbox"/> *
	25-34years	£300	<input type="checkbox"/> *
	35-44years	£400	<input type="checkbox"/> *
	45 years or more service	£500	<input type="checkbox"/> *

\*(please tick as appropriate)

**Total Value of Award Requested:**.....

Vouchers are available for the following organisations and a mix of vouchers can be requested:

John Lewis, JS Sainsbury, Marks & Spencer, Debenhams, H. Samuel and Blackwells.

Voucher Amount:	Organisation

**Service checked and confirmed by Manager:**

Signature:..... Date:.....

Name (in capitals).....

**Authorised Trust Fund Signatory:** *(to be sourced via HR)*

\*Voucher to be drawn on: The Oxford Hospitals General Funds (0300) for both JR and Churchill

\*Voucher to be drawn on: The Horton General Funds (1600)

(\*delete where appropriate)

Signature:..... Date:.....

Please print name:.....

**Recognition of Long Service**

Version 3 - March 2010

Sponsor : Sue Donaldson, Director of Human Resources

Author : Carl Jenkinson, HR Business Partner

Review date March 2012

HR use only:

Action:	Date:
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1. Request for vouchers received on:

2. Vouchers issued to employee on:

3. Type of voucher:..... £

Voucher number: ..... .....

..... .....

..... .....

..... .....

..... .....

Total: £.....

Issued by:.....

Countersigned:.....

Received vouchers totalling £..... in recognition of Long Service / Retirement

Employee's signature:.....

Employee's name:..... Date:.....

**Oxford Radcliffe Hospitals Charitable Funds is a registered charity**