



Long Service Retirement Awards Scheme

1. Scope of the Scheme

- 1.1 The scheme recognises the long service of all staff by the presentation of a gift on retirement. The scheme extends to all such employees of the Academy Trust. The details of the Scheme are set out below and to be eligible for a gift employees must fulfil the conditions stated.

2. The Scheme

- 2.1 The qualifying period for an award is 20 completed continuous actual years' service within the education sector (excluding any enhancements). Previous continuous service with Suffolk or Norfolk County Council and other Academy Trusts will be recognised as will continuous service with the Suffolk or Norfolk Police Authority, the Magistrates Courts Committee and the Probation Committee.
- 2.2 For employees returning to the education sector after a break in service for maternity/paternity reasons, a break of not exceeding eight years can be allowed provided no other permanent full-time employment has intervened. Any such service for which a long service award has previously been made will not qualify under this scheme.
- 2.3 The scheme is effective from 1st December 2016. Awards will be made only on the retirement of employees and will normally be made at the customary retirement age of employees but can be made earlier if employees decide to retire from Academy Trust's employment before that age and possess the necessary service qualification or in cases of redundancy, ill health, early retirement and any other similar reasons.
- 2.4 Long service awards will be in the form of a tangible retirement gift chosen by employees valued at an amount calculated as follows:
- > Basic service * qualifying as half time or less - £4.30 for each actual completed year of service;
 - > Basic service * qualifying as more than half time - £8.60 for each actual completed year of service.
 - > Qualifying service will be calculated on the basis of hours or sessions worked as a proportion of full time hours appropriate to that grade of staff.
 - > Consortium Trust loyalty enhancement based on length of service directly within the Trust based on the following
 - Less than 5 years basic only
 - Greater than 5 years less than 10 years £150
 - Greater than 10 years less than 20 years £200
 - Greater than 20 years £250
- Awards will be based on average working time over the last five years' service before retirement.
- 2.5 Although there is no simple definition of what is meant by a "tangible" gift it is clear that items of a consumable nature, such as food, drink, fuel, clothing, etc. are somewhat less than tangible for the purposes of the scheme and should be discouraged.
- 2.6 The Board of Trustees will be responsible for overseeing the administration of the Scheme.



- 2.7 Employees entitled to an award will be notified of their entitlement by Director of Finance/Head of Service HR in advance of their retirement date. However, if employees consider that they may be entitled to an award but have not been so informed they should raise the matter with the Director of Finance/Head of Service HR.
- 2.8 The method of presentation of the gift will be left to the discretion of the Chief Executive Officer and the employees concerned.
- 2.9 The Director of F&R is authorised on a biennial basis, to review the annual amounts of awards under this scheme in accordance with changes in the retail prices index, and having regard to schemes in operation for Academy Trust employees.



Document Control

Changes History

Version	Date	Amended By	Details of Change
V2	Nov 2022	E Frere-Smith	Changes to financial awards amounts to include Trust enhancements Job titles and decision management

Approval

This policy will be reviewed annually by Head of Service People or as required by changes in legislation.

At every review, this policy will be approved by the Executive Committee.

The policy was last approved by the Executive Committee on 23/01/2023.

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