

Thame Town Council

Long Service Awards – Officers/Staff

1. The Town Council values its staff and the service they give to the people of Thame.
2. When staff members remain loyal to the Town Council and work for significant periods of continuous employment, it is appropriate to make a suitable award to the member of staff concerned to demonstrate the council's appreciation for their loyal service.
3. 5 years of continuous service is rewarded with **5 days** additional holiday entitlement¹; Which starts from the April following the work anniversary.
4. Any serving member of staff will be entitled to a long service award of an e-gift card. The benefit value will be processed via payroll and is not pensionable as it is not classed as earnings but as a gift and will be subject to tax if amount exceeds HMRC allowances. When tax is applicable Thame Town Council will increase award by 25% to enable the staff member to benefit from the award increments agreed below:

For 10 years' continuous service - £100
For 20 years' continuous service - £200
For 30 years' continuous service - £300
For 40 years' continuous service - £400
For 50 years' continuous service - £500
5. A certificate will be presented by the Town Mayor as close to the relevant anniversary as possible.

Standard Holiday Entitlement as of July 2023: 25 days holiday plus public holidays.

Approved by Committee:	Personnel
Date:	24/07/2023
Minute Ref:	
Next Review Date:	2027

¹ See individual contract for annual leave entitlement.