

<b>Royal Northern College of Music</b>
<b>Long Service Awards</b>
<b>Policy &amp; Procedure</b>
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**RNCM**  
ROYAL NORTHERN  
COLLEGE of MUSIC

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## 1. Policy statement

The Royal Northern College of Music recognises the contribution and commitment of its long serving employees. Their loyalty is an important factor in making the RNCM unique within the Conservatoire sector and contributes to its world class reputation. The College rewards its staff in a variety of ways, however the aim of this policy is to recognise the contribution and loyalty to the College of those staff who reach the recognised milestones of continuous service.

## 2. Eligibility

This Policy applies to all staff employed by the Royal Northern College of Music reaching the recognised milestones of continuous service, with the exception of members of Executive Committee.

For staff who leave employment and return to the RNCM, continuous service is calculated from the start date of the current employment.

## 3. Service Milestones

Five years' continuous service	Employees who reach five years' continuous service will be awarded with 5 additional day's holiday (pro-rata to FTE).  If the employee reaches five years' continuous service part way through the annual leave year, their entitlement will be adjusted pro-rata to reflect this, they will then receive the full additional entitlement upon commencement of the next annual leave year.
Twenty years' continuous service	Employees who reach twenty years' continuous service will be awarded with another 5 additional day's holiday (pro-rata to FTE).  If the employee reaches twenty years' continuous service part way through the annual leave year, their entitlement will be adjusted pro-rata to reflect this, they will then receive the full additional entitlement upon commencement of the next annual leave year.
Twenty-five years' continuous service	Employees who reach twenty-five years' continuous service will be presented with a Long Service Award Certificate and high street gift vouchers to the value of £250 at the Annual Staff Conference in the academic year following the 25 <sup>th</sup> anniversary of the commencement of their employment.
Thirty years' continuous service	Employees who reach thirty years' continuous service will be presented with a Long Service Award Certificate at the Annual Staff Conference in the academic year following the 30 <sup>th</sup> anniversary of the commencement of their employment.
Forty years' continuous service	Employees who reach forty years' continuous service will be presented with a Long Service Award Certificate and high street gift vouchers to the value of £500 at the Annual Staff Conference in the academic year following the 40 <sup>th</sup> anniversary of the commencement of their employment.

**4. Tax implications**

The awarding of gift vouchers in recognition of Long Service to the values in the policy is exempt from tax under current tax legislation.

**5. Procedure**

The Human Resources Department will be responsible for the administration of this policy including notifying the employee, arranging the production of Long Service Certificates, buying and issuing the gift vouchers and the co-ordination of the actual presentation of the certificate, which will be made by the Principal.

# ROYAL NORTHERN COLLEGE OF MUSIC

## *POLICY APPROVAL/REVIEW PROCESS*

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### Approvals

This document requires the following approvals.

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