

Royal Northern College of Music
Long Service Awards
Policy & Procedure
Department: Human Resources
Document owner: Head of Human Resources
Approval Committee: Human Resources Committee
Revised: January 2023
Period of Approval: 3 years
Review Date: January 2026

Long Service Awards

Policy & Procedure

Department: Human Resources

Document owner: Head of Human Resources

Approval Committee: Human Resources Committee

Revised: January 2023

Period of Approval: 3 years

Review Date: January 2026

RNCM
ROYAL NORTHERN
COLLEGE of MUSIC

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: five, twenty and twenty-five years' of continuous service.

2. Eligibility

This Policy applies to all staff employed by the Royal Northern College of Music reaching five, twenty and twenty-five years' of continuous service, with the exception of members of Executive Committee

3. Service Milestones

a) 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.

b) 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.

c) 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 25th anniversary of the commencement of their employment.

d) 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 30th anniversary of the commencement of their employment.

e) 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 40th 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.