

Queen Mary considers that it is important to acknowledge and reward its long serving employees. Therefore, those employees who have completed 25 years of service with Queen Mary are entitled to receive a long service award in recognition of their commitment and loyalty to the organisation.

Entitlement

All employees* who have completed 25 years of continuous service without a break in service are entitled to a long service award. This equally applies to those who have been employed on fixed-term contracts and have remained with Queen Mary for 25 years.

Award

Queen Mary employees celebrating 25 years' service will receive a personalised letter from the Principal and a gift (must not be cash or vouchers due to tax implications) of up to £300 in value on their 25-year anniversary.

The award is not mandatory – an employee may opt out of receiving the award if they wish.

The gift will be arranged by the employee's Line Manager.

Procedure

Human Resources will liaise with the Line Managers of those reaching 25 years' service and notify them of their staff eligible to receive an award in that calendar year. The Line Manager will be requested to provide HR with personal wording to be included in the employee's long service award letter signed by the Principal. In cases where the Line Manager has not provided the wording to HR by an agreed deadline, HR may produce a standard Long Service Award letter to the employee however the overwhelming preference is for the letter to be personalised.

The Line Manager will identify and arrange to purchase a gift of up to £300 in value that is suitable for the individual (must not be cash or vouchers). The gift may be purchased using a Queen Mary purchasing card. The gift will be costed to the budget of the respective Department, School, or Faculty.

HMRC and Tax/NI implications

Awards not made in cash (or cash vouchers) are classed as entirely exempt from Income Tax and NI deductions, providing:

- the award marks at least 20 years of service by the employee
- the employee hasn't received another long-service award within the previous ten years
- the award is worth no more than £50 per year of service.

* In circumstances where an employee has current disciplinary sanctions against them or under warning of dismissal, it could be contradictory to reward individual service. Under such circumstances the School, Institute or PS department should consult with their Employee Relations Manager for a decision to defer or withhold the award until such matters are resolved.