



**NORTHERN IRELAND PRACTICE AND EDUCATION
COUNCIL FOR NURSING AND MIDWIFERY**

25 Years Length of Service Award

November 2019

Review Date: April 2022

Any request for the document in another format or language will be
considered

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1.0 INTRODUCTION

The Northern Ireland Practice and Education Council (NIPEC) strives to recognise all colleagues that attain 25 or more years of service.

This document will take you through the process for claiming your reward for length of service and remind you of the benefits available to everyone within NIPEC.

2.0 LENGTH OF SERVICE REWARD

NIPEC recognises the vital contribution our colleagues play in delivery of the organisation's objectives and in appreciation for your hard work and dedication over the years, colleagues with 25 or more years of service will be awarded a one-off additional 5 days annual leave (pro-rata).

This reward applies to all colleagues on completion of 25 years' service. It will be given to those who have attained 25 years or more years of service but have not yet been recognised within the Health and Social Care (HSC) Sector.

The additional leave may be used over a three-year period (ending March 2022).

3.0 PROCESS FOR SERVICE REWARD

The Business Services Organisation Human Resources (BSO HR) Directorate will run a report to identify those employees who are entitled to the additional leave prior to the introduction date.

Line managers and employees will be informed of this additional leave and it will be recorded offline.

Line managers are required to sign the application form (Appendix A) before sending this to BSO HR Directorate at bso.learninganddevelopment@hscni.net

BSO HR will confirm with an employee their entitlement to additional leave and advise on how many days depending on hours worked by employee on the date of anniversary.

On confirmation of entitlement, the employee will liaise with their line manager to agree the dates of leave in line with normal leave procedures.

All additional leave should be recorded offline by the line manager.

4.0 TERMS FOR SERVICE REWARD

The additional leave will be awarded on a pro-rata basis for part-time staff.

The additional leave will be based upon the number of hours worked / WTE on the date the employee completes their 25th year of service.

Service will only be recognised once. If 25 years' service has been recognised by another HSC organisation it will not be recognised again by NIPEC.

Service within the Health and Social Care Sector in countries other than the UK will not be recognised.

No payment in lieu will be made to individuals who have left prior to implementation of this Service Reward.

Leave may be used within 3 years from the date of implementation of the Service Reward.

The additional leave must be used by the employee as leave. Payment for the additional leave will not be considered. Employees should therefore ensure that the additional leave is used prior to leaving the organisation.

NIPEC line managers and BSO HR will keep a record of all additional leave approved through the application process.

NIPEC line managers must keep a record of when additional leave is taken.

Employees will be responsible for evidencing any service that has not previously been verified by BSO.

5.0 APPLICATION FOR SERVICE REWARD

Any colleague wishing to avail of the 25 years' service reward must complete the application form (Appendix A).

25 Years' Service Reward**Application form**

Staff eligible for additional annual leave award in recognition of 25 years HSC / NHS service must apply for such leave to their line manager using this application form.

Staff No		Directorate	
Full Name		Email address	
Band / Job Title		Line Manager name	

I confirm I am eligible for 25 Years' Service Reward (*please tick box*)

Please complete below details of all HSC / NHS employment beginning with most recent organisation:

Organisation	Dates	
	From	To

Please complete below details of any breaks in service including career breaks:

Organisation	Dates	
	From	To

Have you received additional service leave from any other HSC / NHS employer / organisation (please tick box) Yes No

Applicant declaration: I declare that the above information is correct (please tick box)

Line manager declaration: I recommend that the above staff member receive their additional leave award in recognition of 25 years' service with the HSC / NHS

Signed: _____ **Print name:** _____

Date: _____

Please retain a copy and forward to bs.learninganddevelopment@hscni.net

BSO HR use only:

Leave approved		Added to spreadsheet	
Leave declined		HR initial	