

Worcestershire Acute Hospitals NHS Trust

Long Service Policy

Department/Service	Human Resources
Accountable Director	Chief People Officer
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Queries about interpretation and application of policy	wah-tr.hrenquiries@nhs.net
Target Organisation	Worcestershire Acute Hospitals Trust

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What this Policy Covers

This policy outlines the eligibility for and process involved in recognising their contribution and how all Trust colleagues are rewarded for their long service.

This policy will be applied in accordance with WAHT Equality and Inclusion Policy principles and therefore will not discriminate, directly or indirectly any members of staff.

Responsibilities

Human Resources have overall responsibility for managing the Long Service process including the reporting of relevant long service data, purchase of long service awards and organisation of the annual Staff Awards event.

Policies In Practice

Qualifying Service

Long service will be recognised at 25 and 40 years of continuous NHS service. Continuous NHS service for the purposes of this policy is defined as total service which excludes service that is interrupted by a break of more than 3 months from a recognised NHS organisation (Maternity and long-term sickness does not constitute a break in service). The colleague must remain in NHS employment at the date of reporting.

For staff who work part-time hours this will count as full-time hours when calculating the number of qualifying years for these awards.

Staff retiring from NHS service will not qualify for a financial gift at organisational level, however, retirement will be recognised in other ways by the organisation through the presentation of a certificate of gratitude and announcements in internal communications.

Awards

Those with 25 and 40 years' continuous service at WAHT will receive a letter from the Chairman and Chief Executive congratulating them on their achievement.

Colleagues with 25 and 40 years' continuous NHS service within the Trust will also receive a gift pre-determined by the Trust. This gift will be sourced centrally by the Trust.

Trust / NHS Service	Gift Voucher Value
25 Years	£25
40 Years	£40

Those colleagues, who have achieved 25 and 40 years' continuous NHS service for the Trust, (its predecessor organisations and the wider NHS where applicable) will be invited to the annual award ceremony and presentation, along with a guest, to be formally recognised for their contribution to the Trust (Normally July).

Implementation Plan

This policy will be available on the Trust Intranet.

A policy briefing will be developed for Divisional Management Boards, Directorate Meetings and Worcestershire weekly.