

Worcestershire Acute Hospitals NHS Trust

Long Service Policy

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Accountable Director	Chief People Officer
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Target Organisation	Worcestershire Acute Hospitals Trust

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As a controlled document, this document should not be saved onto local or network drives and should always be accessed from the intranet.

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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 NHS 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 Long Service Awards event(s). Human Resources will run annual reports to identify colleagues who are eligible for long service awards. If a colleague identifies that they should have received a Long Service Award but have not received one they should raise this with Human Resources and this will be looked into and confirmed. ESR will then be updated. Guidance for this process is available on the Long Service Awards Intranet Page accessible here - [Long Service Awards](#)

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

If a colleague has retired and returned provided the break is less than 3 months, they will be eligible for a long service award on the basis that an award has not been given previously.

Colleagues retiring from NHS service while employed with the Trust will not qualify for a financial gift at organisational level.

Awards

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

Colleagues with 25 and 40 years' continuous NHS service while 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 while at the Trust, (its predecessor organisations and the wider NHS where applicable) will be invited to an award ceremony and presentation, along with a guest, to be formally recognised for their contribution to both the Trust and wider NHS. For those eligible colleagues who are unable to attend a ceremony arrangements will be made for them to receive their award by post after the event(s) have been held.

Implementation Plan

This policy will be available on the Trust Intranet.

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