

LONG SERVICE AWARD SCHEME

The Scheme

The Scheme will reward serving civil servants who have given long service to Isle of Man Government by granting one additional day's annual leave on completion of 10, 20, 30 and 40 years' service.

This additional day's leave, will apply only to the anniversary year - it is not an enhancement of leave allowance.

Civil servants will have the option either to take the additional day as annual leave or to receive one day's pay instead. The additional day will in either case, be taken or paid as annual leave in accordance with the provisions of Section F of the Public Services Commission Civil Service Regulations 2015.

For example, a civil servant with an annual leave entitlement of 24 days, will be entitled to one additional day's leave in the year he completes 10 years total service. If he chooses to take the additional leave as a holiday, then his annual leave entitlement for that year will be 25 days, reverting back to 24 days the following year. Similarly, a civil servant with an entitlement of 30 days annual leave, will be entitled to one additional day's leave in the year he completes 20 years continuous service, reverting back to 30 days the following year. In either case however, the civil servant may opt to receive payment instead of the additional day's holiday.

In addition, civil servants with 20, 30 and 40 years service will be awarded a long service certificate.

Calculation of Service

To calculate the amount of service which a civil servant has, the following will count:-

- the total amount of service, either on a full or part time basis, within the Isle of Man Civil Service, (this does not need to be continuous service so a civil servant who has two periods of service, should include both).
- service within IOM Government but which was not in the Civil Service, providing that this service was gained immediately before being appointed to the Civil Service (previous Government service which is not continuous does not count).

For example, a civil servant who has 15 years previous service within IOM Government as a Teacher, will immediately have 15 years service for the purposes of this scheme if there is no break in service between the two appointments

Service with any other Government or employer will not count as service for the purposes of the Long Service Awards Scheme. (This includes any service with another employer which has been recognised for annual leave or superannuation purposes.)

Retirement Certificates

Civil servants who upon retirement have achieved at least 25 years' continuous service, will be presented with a Retirement Certificate signed by the Chairman of the Public Services Commission.

Implementation

Departments will be responsible for identifying staff who complete the required number of years' service and for advising The Office of Human Resources so that the necessary certificate can be raised.

Departments will also be responsible for granting and recording the additional day's leave or for authorising payment.

With regard to the issue of a Retirement Certificate when a Department is aware that a civil servant is due to retire and has completed 25 years service, The Office of Human Resources should be notified so that a Retirement Certificate can be prepared.