

## Manual and Craft Workers Long Service Award Scheme

### Application for an award of additional leave / additional pay

1	Your full Name			
2	Date of Birth			
3	Division			
4	Section			
5	Work Address			
6	Date of commencement of your current term of employment			

  

7 Have you had any previous employment under PSC Manual and Craft Workers terms and conditions before the date at question 6?	<input type="checkbox"/> No <input type="checkbox"/> Yes - Give details overleaf
8 Current number of contracted hours per week	<div style="border: 1px solid black; width: 150px; height: 30px;"></div>
9 How do you want to receive your award?	<input type="checkbox"/> Extra leave – no of days = <div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div> <input type="checkbox"/> Extra pay – no of days = <div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div>

  

10 Your Signature	<div style="border: 1px solid black; width: 250px; height: 30px;"></div>	Date	<div style="border: 1px solid black; width: 140px; height: 30px;"></div>
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11 Checked and approved by line manager  Signature <div style="border: 1px solid black; width: 250px; height: 30px; display: inline-block;"></div>	Date <div style="border: 1px solid black; width: 140px; height: 30px; display: inline-block;"></div>
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12 For completion by the relevant Head of Division:			
<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	Days Leave	Authorised By	<div style="border: 1px solid black; width: 200px; height: 20px;"></div>
<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	Days Pay	Date	<div style="border: 1px solid black; width: 200px; height: 20px;"></div>
<b>Note:</b> - For an award of additional pay, <b>the line manager</b> must pass this form to the relevant Finance Section			

  

13 For Completion and retention by Finance			
Added to Salary for	Initials	<div style="border: 1px solid black; width: 80px; height: 30px;"></div>	Date
			<div style="border: 1px solid black; width: 200px; height: 30px;"></div>

## Other periods of employment under Manual and Craft Worker Terms and Conditions

14	First Period				
14a	Name of Employer etc.				
14b	Where employed				
14c	Period of Employment	From		To	

15	Second Period				
15a	Name of Employer etc.				
15b	Where employed				
15c	Period of Employment	From		To	

16	Third Period				
16a	Name of Employer etc.				
16b	Where employed				
16c	Period of Employment	From		To	

17	Fourth Period				
17a	Name of Employer etc.				
17b	Where employed				
17c	Period of Employment	From		To	

18	Fifth Period				
18a	Name of Employer etc.				
18b	Where employed				
18c	Period of Employment	From		To	

19	Sixth Period				
19a	Name of Employer etc.				
19b	Where employed				
19c	Period of Employment	From		To	