

## DEPARTMENT OF HEALTH AND DEPARTMENT OF SOCIAL CARE

# Long Service Award Scheme Notes

### 1. Long Service

- 1.1 The Department of Health and the Department of Social Care recognise and reward long service through the presentation of certificates and the provision of additional leave or pay to serving members of staff.
- 1.2 In calculating reckonable service for this scheme, separate periods of employment with the former Isle of Man Department of Health and Social Security and/or the Department of Health and/or the Department of Social Care will be aggregated. Thus, if a woman has five years continuous employment with the Department, resigns to start a family but is subsequently re-employed by the Department several years later, she would only have to wait a further five years before she is eligible for recognition and reward.
- 1.3 Periods of service with other Departments, Boards etc of the Isle of Man Government will count for the purpose of this scheme **provided** the service was gained immediately before being appointed to the Isle of Man Department of Health and Social Security/Department of Health/ Department of Social Care.
- 1.4 Service with any other government or employer will not count as service for the purposes of this scheme (even if this has been recognised for annual leave or superannuation purposes).
- 1.5 For the avoidance of doubt, periods of probation, nurse training and apprenticeships will be counted for the purposes of this scheme but bank nurse service will not.
- 1.6 Eligibility extends to all employees of the Department, i.e. doctors, nurses, ancillary staff etc., regardless of profession, grade or status.

### 2. Recognition and reward

- 2.1 The Department will reward its employees who have given long service by granting one additional day's annual leave on completion of 10, 20, 30 and 40 years' service.
- 2.2 In the case of part-time employees, the reward will be calculated on a pro-rata basis (rounded up to the nearest half day).
- 2.3 The additional leave will apply only to the anniversary year - **it is not an ongoing enhancement of leave allowance.**
- 2.4 Employees will have the option to convert the additional leave to extra pay, if they wish. This will be paid as holiday pay and will therefore be subject to NI and ITIP deductions
- 2.5 Where pay is calculated on a 7 day week basis, but the employee works for less than 7 days, the additional pay will be calculated as a fraction of the number of days actually worked. So, for example, if an employee normally works a 5 day week, each additional day's pay will be calculated as 1/5th week, not 1/7th.

- 2.6 The occasion will also be marked by the presentation of a certificate. In the case of 20th, 30th and 40th anniversaries, presentation will be made by the Minister. Attendance at the ceremony will, of course, be optional. Employees will be sent their certificates if they choose not to attend.
- 2.7 The event will be covered in internal newsletters and may be covered in the local media (with the employee's consent).
- 2.8 Presentation ceremonies will be conducted once per year.
- 2.9 In the case of 10th anniversaries, local management will be encouraged to arrange its own forum for presentation of the certificates.

### **3. Examples**

- 3.1 An employee who has 10 years' service at 1<sup>st</sup> August 2010 will be entitled to one additional day's annual leave immediately (in respect of 10 years' service), which s/he can take as leave or extra pay. S/he will be entitled to a further additional day's leave (or pay) after completion of 20 years' service.
- 3.2 An employee who has 3 years' service as a civil servant in the Department of Home Affairs and 16 years service in the former Department of Health and Social Security and one year in the Department of Health on 1<sup>st</sup> September 2011 will be entitled to one additional day's annual leave during the year to 31<sup>st</sup> August 2012. S/he will be entitled to take this as leave or extra pay.

### **4. Application and approval**

- 4.1 Employees will be required to apply for a long service award on Form DH and DSC/LSA1 (attached as Appendix A). They will submit their completed form to their Head of Section (or equivalent) who will in turn forward it to the relevant Head of Division (or equivalent) for consideration and approval (or refusal).
- 4.2 Applicants should apply within 12 months of the relevant anniversary of their appointment.
- 4.3 If approved, the form will be passed to the Learning Team at Keyll Darree (for additional leave) or to Finance (for additional pay). In the latter case a copy of the form should also be sent to Keyll Darree.
- 4.4 The absence should be recorded in Oracle as Long Service Award absence.
- 4.4 Any grievances regarding rewards will in the first instance be handled by the relevant Head of Division (or equivalent), though a right of appeal will exist to the Chief Executive.

### **5. Civil Servants and IOM Whitley Council**

- 5.1 Eligible civil servants and IOM Whitley Council staff can claim and receive their long service award through the Personnel Office. Further information on the scheme can be found in the Civil Service Regulations Handbook or the IOM Whitley Council Memorandum of Agreement as applicable.

## **6. Administration**

6.1 The Learning Team is responsible for administering the scheme.

6.2 This will include such tasks as :

- liaising with the Minister and Chief Executive with regard to suitable dates for presentation ceremonies;
- booking a venue and arranging for the catering
- arranging for the production and distribution of certificates;
- providing the Minister and Chief Executive with brief details of recipients' employment histories;
- arranging for internal and external media coverage.