



UNIVERSITY of LIMERICK

OLLSCOIL LUIMNIGH

Long Service Awards Policy

Approved by Governing Authority 22 May 2012

LONG SERVICE AWARDS POLICY

1. Introduction

- 1.1 In addition to retaining and motivating high quality employees, the University recognises the importance of rewarding the service, commitment and loyalty of staff.

2. Scope

- 2.1 The policy applies to all employees with the necessary years of service with the University of Limerick. Service with other employers, whether public or private, will not count for the purposes of this policy
- 2.2 A break in service will not disqualify an employee from an award. Total service, in such cases, will be an aggregate of the various periods of service.

3. Long Service Awards

- 3.1 Long service is recognised as follows:

| Years of Service | Award* | Additional Leave ¹ |
|------------------|----------------|-------------------------------|
| 15 | UL Alumni Gift | 2 |
| 25 | Watch | 3 |
| 35 | Painting | 5 |

* Awards by way of example

- 3.2 Long service achievements are notified on a monthly basis by letter from the President, an email to the campus community, and an annual reception hosted by the President for qualifying members of staff.

4. Long Service Additional Leave

- 4.1 Employees will be given additional annual leave in the holiday year in which the service anniversary falls as per the table above. Part-time staff will receive additional days on a pro rata basis. Employees will be eligible to take the additional annual leave by agreement with their manager at any time within the twelve months following the anniversary date.
- 4.2 Prior to the start of the annual leave year, the Human Resources Division will advise managers of the employees entitled to the additional leave. The employees will also be notified at this time.

¹ Please note that the extra annual leave above only applies to the year in which it is awarded and will not continue for following years

5. Long Service Award Presentation and Dinner

- 5.1 A presentation hosted by the President will be held annually for all long serving members of staff with 15 years service. An award, as outlined in the above table, will be presented to qualifying employees by the President. This will be an informal event with light refreshments and will be held during the working day at the University.
- 5.2 A formal dinner hosted by the President will take place annually in November for all long serving employees with 25 and 35 years service. This will be an evening event to which long serving employees and their partners will be invited.
- 5.3 The employee's manager will be invited to attend both the informal and formal events.
- 5.4 The Human Resources Division will organise the events and arrange for the award to be inscribed and available for presentation.
- 5.5 Employees should be encouraged to attend the presentation. In instances where an employee is unable to attend, the manager will arrange for the award to be presented within the Department, with the agreement of the employee.