Long Service Award Guidance

The purpose of this guidance is to provide managers and employees with guidance and information regarding long service awards and applies to all employees of the Council who have worked for Blackburn with Darwen Borough Council for the qualifying periods stated below.

HR will produce a report for Business Support to ensure that all eligible employees receive their long service award. Business Support will make the necessary arrangements for the long service award to be ordered.

The Manager will be notified of any long service award due to their employee prior to it being presented.

The eligibility for the 20 & 40 years' service award will be:

£100 Mall Voucher for employees who have completed a total of 20 years continuous service with BwD.

£200 Mall Voucher for employees who have completed a total of 40 years continuous service with BwD.

Please Note: These include service where an employee has been transferred out by the Council in accordance with TUPE who within 5 years of the transfer out (i) returns voluntarily to the Council's employment or (ii) is TUPED back to the Council. All service will count towards the award providing the service is continuous and there are no breaks and if transferring back under TUPE and have been harmonised onto Council terms and conditions.

Guidance Updated: May 2018
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