



**UNIVERSITY OF
LIMERICK**
OLLSCOIL LUIMNIGH

University of Limerick

LONG SERVICE RECOGNITION POLICY

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1 Introduction

1.1 Purpose

The University recognises the importance of marking the contribution of our staff to the success of the University and will express its gratitude to those who have reached long service milestones. The purpose of this Policy is to recognise and celebrate the long service of all existing University of Limerick employees in a visible and consistent manner.

The Long Service of our employees is recognised in a number of ways;

- Personal Development Leave
- Long Service Award
- Certificate from the University of Limerick President

1.2 Scope

1.2.1 To whom does the policy apply?

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.

1.2.2 In what situations does the policy apply?

The Long Service Recognition Policy applies to employees who have reached the service milestones with effect from 1 January 2017 on the following basis:

Years of Service*
15
25
35
Retirement

*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.

1.2.3 Who is responsible for ensuring that the policy (and any associated procedure) is implemented and monitored?

It is the responsibility of the Human Resources Division to ensure implementation and monitoring of this Policy and associated procedures.

1.2.4 Awards

Personal Development Leave

Personal development days are provided to staff who have reached the 15, 25 or 35 years' service, on the following basis:

<u>Years of Service</u>	<u>Development Days</u>
15 years' service	2
25 years' service	3
35 years' service	3

Long Service Award

In celebration of reaching the various long service milestones, the University provides a gift to the staff member as a means of marking this special occasion. To do this, it will partner with a gift provider who, in conjunction with the staff member, facilitates the selection and delivery of the gift to the staff member. The total value of the Long Service Gift(s) provided under the Long Service Award process increases based on the total years' service. A single gift is provided in the year of retirement.

Certificate:

A Certificate, signed by the President of the University is sent to the employee's home address.

2 Context

2.1 Legal and Regulatory Context

This Policy does not impact on, nor is it subject to, any Irish legislation or regulations.

3 Policy Statements

3.1 Principles

- 3.1.1 The University of Limerick acknowledges that its employees are crucial to its success. We believe in recognising and rewarding the dedication, service, and loyalty of our long-serving staff.

- 3.1.2** Personal development leave will only apply to the anniversary year in which it is attained i.e. Personal development leave must be taken within 12 months from the date of award and may not be carried forward beyond the end of this period.
- 3.1.3** Employees will be eligible to take personal development leave by agreement with their line managers within the twelve months following the anniversary date.
- 3.1.4** Part-time employees can avail of personal development leave days on a pro rata basis.

4 Related Procedures for Long Service Awards

- 4.1** The Human Resource Division will monitor eligibility for long service awards and personal development leave and will inform the employee and the employee's line manager accordingly.
- 4.2** Following the use of personal development leave, employees and their line managers may wish to identify and include the benefits of the leave as part of Performance and Development Reviews and record the outcomes in the PDRS form.
- 4.3** The University provides a gift to the staff member as a means of marking this special occasion. In partnership with our gift providers, the gift is chosen by the person who has reached the long service milestone from a large selection of items made available. There is an option to select multiple gifts to the same value.
- 4.4** Award recipients have the option of diverting the value of their gift to a UL Student Bursary. UL Foundation has a process in place for Student Bursaries and any monies donated by staff to a UL Student Bursary will be administered by UL Foundation.
- 4.5** Long service achievements are also recognised with the issuing of a Certificate, signed by the President, to mark the occasion of the Long Service achievement.