

LONG SERVICE AWARD SCHEME

Under the Council's Long Service Award Scheme for Craft Workers, responsibility for implementation, co-ordination and administration of the Scheme is with Human Resources.

The HR Team will be the main source of information on the Scheme and will award or advise others on how to award employees with the correct leave entitlement and will ensure or advise others on the appropriate records to be completed.

This advisory note will ensure the Scheme operates effectively and that there is consistency of approach across all Services.

A copy of the Scheme is included on the PKC website via **eric** Resources and Employment Info or by contacting Human Resources.

CONDITIONS OF THE SCHEME

The Scheme applies to all Craft Workers only.

The Scheme recognises the long service that employees have given the Council by granting long service leave entitlement, as follows:

- On reaching 10 years' service - one day's leave.
- On reaching 20 years' service - three days' leave (an extra two days).
- On reaching 30 years' service - five days' leave (an extra two days).

The Scheme is to be implemented from the beginning of the current leave year in 1999.

DEFINITION OF QUALIFYING SERVICE

Qualifying service for the Scheme is different to the definition of service for annual leave entitlement. The calculation of service for annual leave entitlement is based on aggregated service with any local authority employer, as listed in the [Redundancy Payments \(Continuity of Employment in Local Government, etc\) \(Modification\) Order 1999](#).

To qualify for long service leave, an employee must have 10, 20 or 30 years' continuous service during their leave year with:

- Perth & Kinross Council
- its predecessor authorities, namely Tayside Regional Council, Perth & Kinross District Council and Dundee District Council, provided the employee transferred from these authorities to Perth & Kinross Council on 1 April 1996
- Constituent authorities of the above Councils prior to 1975 (see attached list).

The qualifying service for new employees who joined Perth & Kinross Council on or after 1 April 1996 would count from their start date with this Council.

From the date of implementation of the Scheme, where an employee returns to Perth & Kinross Council following a break for maternity reasons (including adoption and foster carer leave), their previous service will qualify provided that no paid employment has intervened.

IMPLEMENTING THE SCHEME

First Year of the Scheme

Employees with more than 10 years' service, or in their 10th, 20th or 30th year of qualifying service, should be awarded long service leave entitlement appropriate to their years of qualifying service. The leave entitlement is for the current and future leave years but not any previous years.

For example, an employee reaching 26 years' service on 12 December 1999 should be awarded 3 days' long service leave to be taken in this leave year. This entitlement will be granted each leave year until he/she is in their 30th year of service when they will then be entitled to receive 5 long service leave days for that leave year and each leave year thereafter.

An employee whose current leave year ended in March 1999 shall be awarded long service leave in the 1999/2000 leave year.

Former TRC employees should already have been granted long service leave entitlement in line with the above. However, Services may wish to check that all employees are in receipt of the correct long service leave entitlement based on their qualifying service.

To enable Services to accommodate the additional leave in the first year, arrangements for carrying forward annual leave into the next leave year may require more flexibility.

Second and Subsequent Years of the Scheme

Long service leave entitlement should be granted to the employee at the start of the leave year in which the 10th, 20th or 30th year of their service falls, regardless of when in the year they complete their 10th, 20th or 30th year of service.

PART TIME/JOB SHARE EMPLOYEES

A part-time or job sharing employee's leave entitlement is calculated on a pro-rated basis to 1, 3 or 5 days, whichever is appropriate given the employee's qualifying service.

As with annual leave, it may be more appropriate to allocate long service leave in hours. For example: an employee with 10 years' service and who works 12 hours per week in a standard 37 hour week would be entitled to long service leave of:

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37 x 1 day (equivalent of 7.4 hrs) = 2.39 (rounded to nearest half hour is 2.5 hrs)

TAKING LONG SERVICE LEAVE

Long service leave should be taken in the same way as annual leave or in accordance with any relevant local agreements, i.e. the [Engineering Crafts \(Friarton\) Local Agreement](#) or [Craft Employees Local Agreement \(November 2006\)](#).

However, Services can, as with annual leave, stipulate the periods during which leave must be taken, taking operational requirements and such like into consideration.

WHEN AN EMPLOYEE LEAVES THE COUNCIL

An employee who leaves the Council, for any reason other than dismissal for gross misconduct, will be granted the proportion of long service leave in accordance with the [Annual Leave and Public Holidays](#).

RECORD REQUIREMENTS

All long service leave should be recorded on each employee's leave card, and identified separately from annual leave.

For further information or guidance, please contact HR@pkc.gov.uk in the first instance.

LIST OF PRE-1975 LOCAL AUTHORITIES WITHIN TAYSIDE REGION

Predecessor Authorities in Perth & Kinross District

Perth County Council
Kinross County Council
Perth & Kinross Joint County Council

(Part of the County of Angus, comprising the Parish of Kettins, was also taken into Perth & Kinross District).

Perth District Council
Eastern District Council
Highland District Council
Central District Council

Royal Burgh of Perth
Royal Burgh of Auchterarder
Burgh of Aberfeldy
Burgh of Abernethy
Burgh of Alyth
Burgh of Blairgowrie & Rattray
Burgh of Coupar Angus
Burgh of Crieff
Burgh of Pitlochry
Burgh of Kinross

(The Burghs of Callander, Doune and Dunblane, together with the Western District Council, are predecessor authorities of Stirling District).

Predecessor Authorities in the City of Dundee District

City of Dundee
Burgh of Monifieth

Dundee District Council

(Parts of the Counties of Angus and Perth were also taken into the City of Dundee District, eg the Parish of Longforgan).

Predecessor Authorities in Angus District

Angus County Council

Royal Burgh of Montrose
Royal Burgh of Brechin
Royal Burgh of Arbroath
Royal Burgh of Forfar
Burgh of Carnoustie
Burgh of Kirriemuir

LONG SERVICE AWARD SCHEME APPENDIX

The scheme introduced by Perth & Kinross Council is designed to recognise long and valued service given by employees and to reward “loyalty” to these employees.

The following examples illustrate how to calculate long service for the purposes of this scheme:

Example 1:

Mrs Smith was employed by Perth County Council from 1970 to reorganisation in 1975.

In 1975, she transferred to Tayside Regional Council.

In 1983, she voluntarily applied for and was subsequently appointed to a post within Perth & Kinross District Council.

At reorganisation in 1996, she transferred from Perth & Kinross District Council to Perth & Kinross Council.

The service that counts towards the long service award scheme is from the date that her employment with Perth & Kinross District Council commenced in 1983.

Example 2:

Mr Brown was employed by Angus County Council in 1974.

At reorganisation in 1975, he transferred to Tayside Regional Council.

At reorganisation in 1996, he transferred to Perth & Kinross Council.

The service that counts towards the long service award scheme is from 1974, the date which his continuous service commenced with Angus County Council.

Note:

Any **voluntary** changes by employees from one Council to another during their employment will be treated as an interruption of continuous service in terms of the Long Service Award Scheme. As shown in Example 1, service prior to the voluntary change will therefore not count towards Long Service.

To qualify for continuous service under the Long Service Scheme, any change in employer from those identified in the list of predecessor Authorities described in the Scheme must be as a direct consequence of a transfer during Local Government Reorganisation in 1975 or 1996.