

Section: Pay Allowances and Pension

Source: Personnel Committee

Issue Date: 26th May 1989

Revised: 29th December 1992, April 2002, March 2006, November 2007, March 2012, October 2014, November 2015, June 2019, June 2022, October 2022, July 2024

Appendices: (1) Application Form

Employees (including part-time) who have 25 or more years continuous service with Sefton M.B.C. will receive the following:

1.0 Recognition of 25 years Continuous Service

Assistant Directors will be notified of all employees within their department who are due to complete 25 years continuous service with Sefton in the following year.

On the anniversary of an employee achieving 25 years continuous service with Sefton, they shall be awarded **as a one off**:

- 5 additional days (pro rata for part-time and job-share employees) loyalty leave to be taken within a two-year period from the date of the 25 years anniversary.
 - ❖ In the event of the employee leaving the Authority before taking advantage of the loyalty leave, the leave would be forfeited.
 - ❖ In no circumstances will payment in lieu of this leave be made.
 - ❖ Loyalty leave should not be confused with annual or other leave in order to avoid any detriment at the end of the leave year with respect to the carrying over of leave under the Council's policy.
- Assistant Directors should make arrangements for the employee to receive a corporate letter of recognition, which also advises the employee of the additional days Loyalty Leave. The template letter is sent from Corporate HR to the employing department as the employee approaches their 25-year anniversary.

(NOTE: In the case of staff employed in schools the matter of 5 days Loyalty Leave would be at the Governors discretion).

2.0 On Leaving

An employee with 25 or more years continuous service with the Council leaving by reason of retirement or redundancy will receive a one-off payment of £150 which will be paid into the employee's bank account. Please note that this payment is subject to Tax and NI deductions. Departments are responsible for completing the attached application form **3 months** prior to the employee's leaving date to ensure that sufficient time is available for the payment to be processed. The form signed by the Assistant Director should be returned to the Corporate HR Department. Departments are also responsible for funding the loyalty award.

Where an employee's service falls just short of the qualification period, the Assistant Director has discretion to authorise an award in meritorious cases.

(Note: This policy applies to employees who have died in service and have 25 or more years of continuous service with Sefton).

3.0 Monitoring and Review

The Head of HR and Workforce is responsible for reviewing this policy.

4.0 Related Policies

[Annual Leave](#)

Next review date:	July 2027 The policy will usually be reviewed every 3 years, but may be reviewed sooner if there are changes to legislation or statute; agreement of new national terms and conditions of service or Government Policy; organisational change; or resulting from changes agreed through Trade Union Consultation.
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Appendix 1

**LOYALTY AWARD OF £150 UPON LEAVING DUE TO
RETIREMENT AND/OR REDUNDANCY**

Name	
Home Address	
Employee Number	
Department	
Post	
Date Service Commenced	
Date of Leaving	
Service in Years	

Assistant Director Signature: _____

Date: _____

Please return to the HR Mailbox at HR@sefton.gov.uk

