

G1419 TfL Long Service Recognition

1 Purpose

Supporting Transport for London's approach to effective employee recognition, long service awards are given to recognise the loyalty and commitment shown by long serving employees across all TfL business areas.

All current employees with Transport for London are eligible to receive recognition for Long Service in line with the business rules set out in these guidelines. Agency staff, consultants, external contractors and casual workers are not eligible.

2 Business Rules

Employees employed within Corporate, Surface Transport, London Underground and London Rail who have completed either 25 years or 40 years continuous service are eligible for long service recognition. Previous continuous service with any of TfL's predecessor companies and previous subsidiary companies will be included for the purpose of calculating service in relation to long service recognition.

Long service recognition will take the form of an award (certificate and gift vouchers) and the opportunity to attend a celebratory event with other long serving colleagues.

3 Guidance

3.1 Long Service Award

All employees within TfL who have completed 25 or 40 years service will be presented with a certificate to recognise their service milestone. They will also receive gift vouchers as per the following:

- Employees who have completed 25 years continuous service will receive gift vouchers to the value of £250.
- Employees who have completed 40 years continuous service will receive gift vouchers to the value of £700.

Employees will also receive an additional one day's leave to attend the event where necessary. This will be granted at the discretion of the Line Manager.

3.2 Long Service Events

All employees within TfL who have completed 25 or 40 years service will be eligible to attend a corporate long service recognition event. Corporate events are organised centrally and hosted by a TfL Director. The event will normally include a sit-down meal followed by a citation and presentation of a certificate to recognise the employee's service milestone. The format of corporate events is subject to change.

All employees attending a long service event must comply with TfL's drug and alcohol policy.

Please note that Inland Revenue rules allow attendance at only one event (long service/retirement) in any 10 year period. In cases where an employee attends a local event to mark retirement within 10 years of having attended a long service event, TfL will cover the cost of any applicable tax liability on behalf of the employee.

3.3 Further Guidance

If you require further information regarding these guidelines, please contact HR Services on 08000 155 071.