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 Registered in England & Wales

**THE BLESSED EDWARD BAMBER CATHOLIC MULTI ACADEMY TRUST
 IN-SERVICE RECOGNITION AWARDS**

Introduction & Scope

The Blessed Edward Bamber Catholic Multi Academy Trust is committed to becoming the employer of first choice within the region. To support this aim the Trust will implement a series of in-service loyalty awards to replace the Long Service Award, previously given at retirement following twenty five years of employment, utilised by its predecessor schools. This policy applies to all staff employed by the Trust and is based on total years of continuous service with the Blessed Edward Bamber Catholic Multi Academy Trust.

The following in-service awards will be presented in the term following completion of the designated period of employment within the Trust so long as the person is still in employment at that time. The exception is, if an employee takes voluntary retirement the monetary value will be paid but the additional days holiday will not be available. The "monetary award" will be given in vouchers or as a gift up to the value stated. The values given are inclusive of VAT. The additional holiday must be taken within the twelve calendar months following completion of the designated period of employment.

Period of Employment

In-Service Award

Ten years	One additional day of holiday
Fifteen years	Two additional days of holiday
Twenty years	Two additional days of holiday plus £200 in-service award
Twenty five years	Three additional days of holiday
Thirty years	Three additional days of holiday plus £200 in-service award

Requests for the additional holiday must be made at least one calendar month in advance to the head teacher of the academy. The head teacher may reasonably refuse the request, with no right of appeal, if it would adversely affect the effective running of the academy or another member of staff has requested "additional holiday leave" on the same day. The additional holiday does not carry an alternative monetary value. The additional holidays may not be carried forward beyond the designated twelve month period and if not used will be lost.

This policy will take effect from the 1st September 2015 and in the first year of operation the following applies:

Period of Employment

In-Service Award

Ten to fourteen years	One additional day of holiday
Fifteen to nineteen years	Two additional days of holiday
Twenty to twenty four years	Two additional days of holiday plus £200 in-service award
Twenty five to twenty nine years	Three additional days of holiday
Thirty plus years	Three additional days of holiday plus £200 in-service award

	THIS POLICY DOES NOT CREATE CONTRACTUAL OBLIGATIONS ON THE TRUST	
Page 1 of 1		