



Continuous Service (Employment) With The City Of London Corporation And/Or Other Public Bodies Which Are Covered By The Redundancy Payments (Local Government) (Modification) Order 1999

Introduction

1. Your entitlement to statutory employment rights often depends on having a minimum period of continuous employment e.g. 1 year to acquire the right not to be unfairly dismissed. Employment with other employers does not count, except for redundancy purposes: see paragraph 13-14 below.
2. However, your entitlement to certain contractual benefits with the City Corporation (e.g. annual leave, sick leave, maternity leave) is related to the length of time you have been employed by the City Corporation and/or other public bodies covered by the Redundancy Payments (Local Government) (Modification) Order 1999. Details of the employers covered by the Modification Order are available from the pensions section.
3. For the purposes of contractual benefits, continuous service means the length of time you have been employed by the City Corporation and other public bodies covered by the Modification Order without a break in employment (unless the break is covered in the list of exceptions, see 4-6 below). The City Corporation does not count short breaks of up to 28 calendar days as breaking continuous service.

Exceptions

The following exceptions shall apply:

4. Where you are made redundant from an organisation to which the Modification Order applies and subsequently return to local government service, previous service shall be taken into account provided the break in service does not exceed two years regardless of whether any other paid employment has intervened;
5. Where you return to local government service following a break for maternity reasons;
 - you will be entitled to count previous service for all conditions except annual leave, provided that the break in service does not



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exceed eight years and provided that no permanent full-time paid employment intervened;

- for the purposes of calculating entitlement to annual leave no time limit shall be applied providing that no permanent full-time paid employment has intervened.
6. Where you have been involved in a transfer from one employer to another to which the transfer of undertakings regulations apply (further details are available from your HR/Administrative Officer).

Annual Leave

7. When you transfer from or to any public body to which the Modification Order applies, your service shall be counted towards your leave entitlement and any outstanding annual leave may transfer with you, subject to local arrangements.
8. If you were employed by a public body to which the Modification Order applies and have outstanding annual leave which you have been unable to take before you leave, you may transfer this leave to the City Corporation.

Long Service Award Scheme

9. Long Service Awards will be awarded to employees who have 25 years continuous service with the City Corporation or 30 years continuous service with the City Corporation and any public body to which the Modification Order applies. However, service as a Police Officer shall be disregarded.
10. In the case of teachers at the City Corporation's 3 City (Independent) schools, provided that they have completed 20 years with the City Corporation, they may count additional service with non-local authority schools to make a total of 30 years in order to qualify for an award.
11. Employees of the Governing Body of Sir John Cass School shall be eligible for an award as in 10 above.

Length of Notice

12. For the purpose of this paragraph, continuous service shall be defined as service with the City Corporation. In addition, immediate past continuous service with any public bodies will be aggregated at half rate up to a maximum of 12 weeks in total when the Modification Order applies to the service.



Redundancy

13. All continuous service with local authorities and other public bodies specified in the Modification Order counts towards the entitlement to and calculation of a redundancy payment.
14. If a redundant employee is offered and accepts alternative employment with another authority or body covered by the Modification Order before the date of redundancy (ie. last day of service) and the new job starts within four weeks of the date of redundancy, continuity is preserved, there is no dismissal and no entitlement to a redundancy payment. On the other hand, if the written offer is made at the time or after the date of the redundancy (ie. last day of service), a dismissal has taken place and there is an entitlement, where appropriate, to a redundancy payment but continuity of service is broken.

Sickness

15. For the purpose of ascertaining the appropriate period of benefit for the City Corporation's Sick Pay Scheme, all previous continuous service with Modification Order public bodies shall be calculated.

Notes

16. The Local Government Pension Scheme uses different rules to calculate service for various pension purposes.
17. The rules governing continuous employment for the purposes of statutory employment rights do not apply to assessing any entitlement to City Corporation contractual benefits.