

# Long service memento

Extracts from the Local Terms and Conditions of Service  
Effective 1<sup>st</sup> September 2001

## **EXTRACT FROM PART 2, LOCAL TERMS AND CONDITIONS OF SERVICE**

### **17.5 Long Service Memento**

Employees, including teaching staff, who have completed at least 25 years continuous service with the Council shall be eligible for a long service memento. Details are in part 3, paragraph 17.5.

## **EXTRACT FROM PART 2, LOCAL TERMS AND CONDITIONS OF SERVICE**

### **17.3 Long Service Memento**

17.3.1 Employees' entitlement to receive a long service memento will be confirmed by the Departmental Personnel Team. For the purpose of determining entitlement to a long service memento, women who leave the Council's service for maternity reasons and then return within eight years, will have both periods of employment aggregated provided no other permanent full-time paid employment has intervened. However, the period of the maternity break itself will not count.

17.3.2 Employees may choose the memento, usually a single durable item up to the value of £450.00 (including VAT). Designated managers may also consider requests for an alternative memento, such as a holiday.

17.3.3 Designated managers will make arrangements for the memento to be purchased. The memento will be presented to the employee after completion of 25 years continuous service. The mayor will make the arrangements for the presentation ceremony. If the recipient would like the memento inscribed, it should read as follows:

PRESENTED  
by  
the Council of the London Borough of Ealing  
to  
(Name of recipient)  
in recognition of twenty five years of service

19.. to 2...

17.5.4 Designated managers are authorised to make a gratuity to the value of the memento to the deceased partner, or dependant child, in the event of a qualifying employee's death before receipt of the memento but after the completion of 25 years service.