

# Retirement & Long Service Award Policy

*We will provide this policy on request at no cost, in large print, in Braille, on tape or in another non written format.*

# Retirement / Long Service Award Policy

## 1. POLICY PURPOSE

CUBE Housing Association (CUBE) wholeheartedly recognise the contribution made by staff to the success of the Association. They thus feel it is appropriate to set down arrangements, which will be followed when a long serving staff member retires or leaves, in order that the opportunity to recognise and mark loyal service is not missed.

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## 2. AWARDS

The following arrangements will therefore, subject to the agreement of the staff member, apply. The provisions are designed to supplement and support any arrangements which members of staff make on the retirement/resignation of a colleague.

CUBE will: -

- Meet the catering costs of all presentation functions for staff with 5 or more years' service. This provision is designed to cover the cost of a traditional workplace presentation (tea/coffee/cakes etc.).
  - In addition, the organisation will make a contribution to a retirement gift based on the employee's length of service with the given employer. The following scale of donation will be made: -
    - 5 -10 years' service                      £100.00
    - 10 – 15 years' service                      £125.00
    - 15 – 20 years' service                      £175.00
    - 20 years + service                          £225.00
  - The staff member's wishes will be respected in all cases and if the employee prefers, the contribution from the organisation can be employed to help fund a more elaborate function out-with the organisation's premises.
  - The above provisions will be managed by the employee's manager/Head of Department, who will take account of the retiring employee's wishes.
  - At least one member of the Committee will attend all such presentations where these are held within the organisation's premises. Where invited to do so, a Committee member will take part in the presentation.
  - Service is defined as a period of continuous service with the organisation.
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## 3. ELIGIBILITY

The above arrangements will apply to; -

- All categories of staff regardless of grade
  - All retirements including those which are on the grounds of organisational change or ill health.
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