

WEAVERS' FEDERATION



Long Service Award



August 2025





This applies only to schools where the Council is the legal employer



When you have completed 25 years Local Government service, you are entitled to a cash payment.

The Long Term Award of £342, will be paid into your account in full by payroll services, the council will make any tax and NI contributions on your behalf, so that you receive the full award.

For more information email hr.generalenquiries@towerhamlets.gov.uk.

Eligibility for the award

- Eligibility for the award is not dependent purely on service within Tower Hamlets but should be based on all local authority service (including employees employed under LMS). Previous service with the GLC and ILEA should also be counted, providing the employee was statutorily transferred to Tower Hamlets or another local authority.
- Similarly, employees working within local government who are subject to a TUPE transfer to a private concern, and then subsequently TUPE transferred back to local government terms and conditions, should have all previous service recognised for the purposes of continuous service.
- Qualification for a Long Service award is best determined by the date given as the Local Authority Start Date contained in the Terms and Conditions of Employment issued to all employees.
- Any debate concerning individual eligibility can be resolved by consulting records held in the Pensions Section or by reference to Part 2 (para 14 – continuous service) of the Green Book Scheme of Pay and Conditions of Service.
- An employee who has had a break of service in excess of one week (a week for this purpose is a seven day period running from a Sunday to a Saturday) is not eligible to receive a long service award.

Notification of 25 years service

The HR Operations Team will notify the employee and their manager shortly before the award's payable date.

Payment will be arranged by the manager who will notify the HR Operations Team (hr.generalenquiries@towerhamlets.gov.uk) when the award has been paid.

Payment of award

Employees who have completed 25 years' service can receive the cash value in recognition of long service. This payment will be paid through the payroll and as such, the council will make any tax and NI contributions on your behalf, so that you receive the full award, but will not be subject to pension contributions.

Arrangement for payment

Completed form and relevant documentation must be emailed to HR department hr.generalenquiries@towerhamlets.gov.uk.

Long Service Award Form

Staff who have completed 25 years Local Government service are entitled to a long service award.

The Long Service Award of £342, will be paid into your account in full by payroll services, the council will make any tax and NI contributions on your behalf, so that you receive the full award.

The form must be completed by the staff member and sent to their budget holder for approval. Once the form has been approved by the budget holder, it must be sent to the HR Operations Team at hr.generalenquiries@towerhamlets.gov.uk.

1. Employee's details

Name:	
Payroll Number:	
Directorate:	
Division:	
Service Area:	
Team:	
Local Government Start Date:	Click or tap to enter a date.

2. Budget holder approval

Name:	
Post title	
Cost Code	
Signature	
Date	

Form to be sent to HR Operations Team hr.generalenquiries@towerhamlets.gov.uk.

3. HR Operations

Local Government start date	
Date sent to payroll	
Name of HR BSO	
Date uploaded to personal file	