

POLICY DOCUMENT

Policy Title:	Leaving and Other Gifts to staff
Policy Group:	Human Resources
Policy Owner:	Human Resources Manager
Issue Date:	7 September 2017
Review Period:	2 years
Next Review Due	7 September 2019
Author:	HRM/CEO
Cross References:	Private Transactions & Gifts
Evidence:	HMRC employee benefits rules
How implementation will be monitored:	HR department records re sickness dates and length of service and will bring relevant individuals to attention of Management Team. Summary to be compiled annually for MT showing previous year and year ahead.
Sanctions to apply for breach:	Not applicable
Computer File Ref.	O:new policy book\human resources
Policy Accepted by MT	7 September 2017

Sign-off by CEO

Statement of purpose:

Holy Cross Hospital aims to recognise the valuable contribution it receives from employees who work over a prolonged period, contributing to the stability of the workforce and providing the benefit gained from years of experience. The hospital aims to be fair in its approach to this matter, showing no discrimination and assessing the value of the gift by reference only to length of service. If other considerations need to be taken into account, the matter will be referred to the Advisory Committee. This policy also states the procedures to be followed when sending gifts to staff during sickness absence e.g. flowers.

Policy Statement:

Leaving gifts:

- Staff with less than 10 years' service are not eligible for a leaving gift from the Hospital.
- Payments in cash or cheques will not be made.
- Colleagues may make a collection to buy a gift and a presentation may be arranged. Such arrangements should be confirmed with the manager responsible and made in consultation with Management Team.

Staff with 10 - 14 years service will be considered eligible for

- Either a contribution of £100 towards a Retirement Course
- Or a gift, value not exceeding £100
- Or a combination of the two, to a value not exceeding £100

Staff with 15 – 19 years service will be considered eligible for

- Either a contribution of £150 towards a Retirement Course
- Or a gift, value not exceeding £150
- Or a combination of the two, to a value not exceeding £150

Staff with 20 years service or more, will be considered eligible for

- Either a contribution of £200 towards a Retirement Course
- Or a gift, value not exceeding £200
- Or a combination of the two, to a value not exceeding £200

Long Service gifts:

These gifts only apply to employees, they do not apply to bank workers, volunteers, people on Service Level Agreements or contractors.

- Staff attaining 10 consecutive years' service will be eligible for a gift voucher of their choice to the value of £50.
- Staff attaining 20 consecutive years' service will be eligible for a gift voucher of their choice to the value of £100.
- Staff attaining 30 consecutive years' service will be eligible for a gift voucher of their choice to the value of £200.

Staff with 10 years consecutive long service or above remain eligible for a leaving gift as defined above.

Procedures:

Retirement Courses

The Hospital encourages employees with considerable periods of employment to consider taking a retirement course within the final year of service. The transition from work to retirement can be difficult for some to make for a wide range of reasons; and in the past retiring employees have been enthusiastic about the benefit they received from taking such a course. The Human Resources Manager will nominate courses from time to time for approval by Management Team.

Gifts to staff during sickness absence

Flowers or another suitable gift may be sent to a member of staff who is or has recently been a patient in hospital. The employee's manager will be responsible for requesting the reception admin team to send the gift. Senior managers may recommend sending a similar gift in other exceptional circumstances, and these

cases will be referred to Management Team. Colleagues may also make a collection to send a gift at their own expense in other circumstances.

Ex Gratia Payments

Ex gratia payments may be considered at Management Team and will be referred to the Advisory Committee.

Annual Report

The HR Manager will prepare an annual report for Management Team detailing the gifts made under this policy in the preceding year and the forecast of gifts to be made in the year ahead in so far as it is known.

Equality & Diversity

This policy has been reviewed for overt or implied discrimination within the scope of the Hospital's policies on equality and diversity and none was found.

Review

The policy will be reviewed bi-annually to ensure that the system described continues to provide an effective framework for managing Leaving and Other Gifts to Staff.