



Professional Services Staff Long Service Award Scheme

1. Introduction and Purpose

LSE recognises the importance of acknowledging staff performance and long-term contributions. Existing initiatives include VIP Awards, Spotlight Prizes and Praises, Excellence in Education Awards, and Contribution Pay Awards. This Long Service Award Scheme complements these by recognising significant service milestones, achieved by professional services staff, recognising the experience of staff and the loyalty of their long service. The scheme is a discretionary gesture of appreciation and does not form part of contractual terms and conditions of employment.

2. Overview of Scheme

Professional services staff reaching the following service milestones will receive the following **one-off** non-working recognition days:

- 15 years: One non-working recognition day
- 20 years: Two non-working recognition days
- 25 years: Two non-working recognition days
- 30 years: Five non-working recognition days

3. Qualifying Criteria

The Professional Services Staff Long Service Award Scheme will come into effective from **1 August 2025**.

The following criteria will be applied to enable professional services staff to qualify for the service milestone awards set out in section two above:

1. Staff must have the specified continuous years of service to qualify in professional services roles.
2. Staff who have already reached a milestone before 1 August 2025 will be required to qualify for the next milestone. For example, if you have 22 years of service by that date, you will next qualify an award at 25 years.
3. Staff who have passed the 30-year milestone before 1 August 2025 will be eligible for this award at their next 5-year milestone (e.g. 35 or 40 years).
4. Breaks in service may affect eligibility. Continuous service is defined as unbroken employment with LSE.

4. Use of non-working recognition days

The following points provides staff and managers on how best to manage the use of **one-off** non-working recognition days.

1. Non-working recognition days will need be used within 12 months from the milestone date.
2. For the 30-year milestone, up to 2 days may be carried over to the following 12-month period with line manager approval.
3. In cases of prolonged absence (e.g., sickness, parental, or disability leave), HR Partners may approve carry-over of unused days.
4. The booking of non-working recognition days must be agreed between the member of staff and the line manager.
5. The booking of non-working recognition days will be managed outside of the HR System and recorded at a local area level.
6. No payment will be made for unused non-working recognition days during or after employment.

5. Notification Procedures

1. Human Resources Division will notify operational leads bi-annually (January and July) of upcoming milestones and awarded non-working recognition days.
2. Managers should support staff in planning the use of non-working recognition days whilst managing business operations.
3. A service milestone recognition letter from the Chief Operating Officer will be sent in the month following the milestone, with a copy to the line manager.
4. Should staff require further guidance on the use of the Scheme, they can contact their HR Partner.

6. Monitoring and review of Scheme

1. Human Resources Division will contact operational leads biannually (January and July) to check in the progress on the use of non-working recognition days for the previous 12 months.
2. The Scheme will initially be reviewed after 12 months.

Version history

Version	Date	Approved by	Notes
1	1 August 2025	HRMB	

Contacts

Position	Name	Email	Notes
HR Reward Manager	Raj Lakhani	r.lakhani@lse.ac.uk	