



Trinity College Partnership Committee

Recognition of Long Service

A Partnership Committee proposal in relation to recognition of long service has been endorsed by PAC and approved by Board with effect from 1st September 2005.

There are 2 elements to the proposal

1. Master in Arts (*jure officii*) MA (*jo*)

Any member of staff who have obtained 10¹ years' service by 30th September in a given year should be awarded the MA (*jo*) in the year² following this anniversary, if they are not already covered by such awards. These awards to commence in September 2005.

2. Service Days

In recognition of service, additional leave will be granted to members of staff with less than 30/32³ (as applicable) days leave who reach specified continuous service thresholds as follows;

<u>Service</u>	<u>Additional Leave</u>
10 yrs	1 additional day
25 yrs	1 further additional day
35 yrs	1 further additional day

The *initial* effective date for application of service dates is the leave year in which 1st September 2005 falls (leave year 1/10/2004 – 30/9/2005 or the leave year 1/1/2005 to 1/12/2005) as applicable.

For subsequent years the days will apply within the leave year in which the relevant anniversary falls.

¹ 35 year service reduced to 10 years' service in 2022

² Employees required to complete application form when call goes out in November each year

³ In line with [Annual Leave policy](#) effective 7th Jan 2014



Calculating Qualifying Service

Continuous unbroken temporary service will be included. If a person leaves the College and returns, service is only calculated from the day they returned to the College; previous years will not be considered. Approved Career Breaks, sick leave etc will not count as a break in service.

Administration of Service Days

For all administrative purposes service days will be treated in the same way as annual leave.