

RECOGNITION OF LONG SERVICE

Length of Service – 25 Years

Note: For the purposes of this award, periods of leave without pay will be considered as employment.

Form of Award

Framed certificate to be inscribed as per attached sample.

Procedure

- 25 year awards will be presented at an appropriate occasion presided over by the Vice-Chancellor or the relevant Deputy Vice-Chancellor/Campus Dean as his delegate.
- The Human Resources Directorate will advise the relevant Deputy Vice-Chancellors/ /Executive Deans/Directors/Campus Deans, as well as the Vice-Chancellor, in December each year of the names of persons who will achieve 25 years of service in the following year.
- The Human Resources Directorate will request that arrangements be made for presentation of the award at informal morning/afternoon tea occasions on campus near to the date of the anniversary.
- The person so designated will present the award.
- The office of the relevant Deputy Vice-Chancellor/Executive Dean/Director/Campus Dean will arrange the presentation occasion and will request that the University Marketing and External Relations Directorate produce the framed certificate and deliver it to the presenting officer in sufficient time for the presentation occasion.
- The University Marketing and External Relations Directorate will publicise the event in *ACU Update*.
- The staff member should be given the opportunity to invite family members to the presentation.

Title: Procedures for Recognition of Long Service Awards No: 4.6	Approved By: Ceremonial and Protocols Committee Date: 13 February 2006 Page: 1 of 1
Officer Responsible: Deputy Vice-Chancellor, Administration and Resources	Contact Officer: Administrative Officer (Secretariat)