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Iechyd Cyhoeddus
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Public Health
Wales

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EMPLOYEE RECOGNITION PROCEDURE

Introduction and Aim

As an organisation, we have a duty of care for our staff and, in line with our values of working together with trust and respect to make a difference, we want all staff to be treated with dignity, trust and respect, and with a kind and compassionate approach.

The purpose of this procedure is to ensure colleagues are recognised for their contribution to the organisation and for their commitment to the NHS and contribution to improving the health and well-being and reducing health inequalities in Wales.

Eligible colleagues will receive a token of appreciation and gratitude for their service to the Trust and/or wider NHS.

This procedure is written in accordance with Public Health Wales' core values of **working together, with trust and respect, to make a difference.**

Linked Policies, Procedures and Written Control Documents

[All corporate policies and procedures are available on the Public Health Wales website](#)

Other related documents are:

Retirement Procedure
Retire and Return Scheme

Scope

This procedure applies to all colleagues of Public Health Wales.

Equality and Health Impact Assessment

An Equality, Welsh Language and Health Impact Assessment has been completed and can be viewed on the policy webpages.

Approved by

People and Organisational Development Committee

Approval Date

08/11/2023

Review Date

08/11/2026

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Summary of reviews/amendments				
Version number	Date of Review	Date of Approval	Date published	Summary of Amendments
1	2023	08/11/2023	10/01/2024	New procedure

Contents

1	Introduction	5
2	Awards	5
3	Procedure/Process/Protocol	5
4	Payment	6
5	Training	6
6	Review.....	6

1 Introduction

Public Health Wales recognises the contribution and amazing work our colleagues do and celebrate the things that have a positive impact on the organisation.

2 Awards

The employee recognition will comprise of four in service awards, and one which is receivable upon retirement.

- After five years' service: two extra days annual leave added (pro rata for part time colleagues), and a letter of recognition.
- After 10 years' service: three extra days annual leave (pro rate for part time colleagues), and a letter of recognition.
- After 15 years' service: A silver PHW pin **OR** a donation to charity and a certificate of recognition signed by the CEO and Chairperson.
- After 20 years' service: A gold PHW pin **OR** a donation to charity and a certificate of recognition signed by the CEO and Chairperson.

At each commemorative milestone, acknowledgement at the staff conference.

Upon retirement, colleagues will be entitled to a payment of £15 per year for each completed full year of service. The cost of the payment will be funded by the employing Directorate's budget and payment will be made via the NWSSP Payroll department.

3 Procedure/Process/Protocol

Updates to colleagues' annual leave entitlements should happen automatically following their five- and ten-year anniversaries in work. This is in line with the colleagues contract of employment and terms and conditions of service.

In service awards

For those who have 15- or 20-years' service, a form will be available to complete (by the colleague or line manager) via the intranet, confirming colleague details and their length of service. These submitted details will be checked by the People Support Team to confirm colleagues' length of service.

Where proof of service exists, the colleague details will be forwarded to the NWSSP payroll team for processing.

Should there be any discrepancies with the information provided, or the length of service cannot be found by the People Support Team, the information will be returned to the colleague, requesting proof of their length of service.

Letters of recognition

A template letter of recognition will be available on the intranet for managers to complete and send to colleagues when they have either five or ten years service.

Retirement Gratuity

For colleagues who wish to claim the retirement gratuity, a form will be available on the intranet to complete, the details of which will be checked by the People Support Team. Where there is agreement between ESR and the length of service details on the retirement gratuity form exists, the colleague details will be forwarded to the NWSSP payroll team for processing.

Should there be any discrepancies with the information provided, or the length of service cannot be found by the People Support Team, the information will be returned to the colleague, requesting proof of their length of service.

All documents generated under this procedure are official records of Public Health Wales and will be managed and stored and utilised in accordance with the Public Health Wales' Guidance on Record Retention and Destruction.

4 Payment

Payment of the Retirement Gratuity will be processed via the payroll system and therefore, will be subject to the standard tax and NI deductions.

5 Training

Advice and guidance on how to use this Procedure can be sought from PeopleSupport.PHW@wales.nhs.uk

6 Review

We are continually looking to improve our employment practices and welcome any feedback you may have in relation to this

Procedure. Feedback can be provided by emailing,
PeopleSupport.PHW@wales.nhs.uk