

Recognition of Long Service Procedure

Section 1 - Length of Service - 25 Years

(1) The University recognises and acknowledges the commitment of its staff members to the effective operations of the University. As a mark of appreciation, the University will award staff who have completed 25 years of service with Australian Catholic University.

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

Section 2 - Form of Award

(2) Printed inscribed certificate.

(3) The organisational and/or functional unit may arrange for supplementary forms of an award at their own cost.

Section 3 - Procedure

(4) People and Capability will normally advise the relevant Member of the Senior Executive and Member of the Executive as well as the Vice-Chancellor and President and Campus Dean in December each year of the names of persons who will achieve 25 years' service in the following year.

(5) People and Capability 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 office of the relevant Member of the Executive will organise the arrangements for the award.

(6) People and Capability will provide printed inscribed certificates to the office of the relevant Member of the Executive for each of the persons in December each year for presentation during the following year.

(7) The Member of the Executive (or nominee) will present the award.

(8) People and Capability will provide Marketing and External Relations with a list of the award recipients and will publicise the award and event in the Staff Bulletin. The Internal Communications Officer will liaise with the office of the Member of the Executive to request a brief biography of the person or a short congratulatory announcement at least two weeks prior to the date of the anniversary.

(9) The staff member should be given the opportunity to invite family members to the presentation.

(10) Unless otherwise indicated, this Procedure will still apply beyond the review date.

Section 4 - Further Assistance

(11) Any staff member who requires assistance in understanding this Procedure should first consult their nominated supervisor who is responsible for the implementation and operation of these arrangements in their work area. Should further information or advice be required staff should visit [Service Central](#).

Section 5 - Associated Information

(12) For related legislation, policies, procedures and guidelines and any supporting resources please refer to the Associated Information tab.

Status and Details

Status	Current
Effective Date	19th December 2023
Review Date	29th April 2024
Approval Authority	Vice-Chancellor and President
Approval Date	19th December 2023
Expiry Date	Not Applicable
Responsible Executive	Angelle Laurence Chief People Officer
Responsible Manager	Angelle Laurence Chief People Officer
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