**BLACKPOOL TEACHING HOSPITALS NHS FOUNDATION TRUST**

**STAFF RETIREMENT - APPLICATION FOR RETIREMENT GIFT**

Staff who retire having completed a minimum of 20-29 years aggregated service in the NHS (whether whole time or part time) are eligible to receive **gift card** - to the value of £150.

Staff that retire having completed a minimum of 30 years and over aggregated service in the NHS (whether whole time or part time) are eligible to receive **a gift card** - to the value of £175.

**Managers should note that a cash gift cannot be granted to staff as this would be classed as a taxable benefit and would have to be declared on tax returns**

In order to obtain the gift card, Managers are required to submit the application form to the General Accounts office (once service is confirmed by Payroll) and to collect the gift card once delivered. *If a gift is required (see 3.8.4)* *the quote / invoice for the gift must be submitted to the Accounts office.*

Please complete the following sections in order to ‘requisition’ either/all of the above, and return to the Accounts department, Victoria Hospital at least 6 weeks prior to the retirement function.

|  |  |
| --- | --- |
| Date of Retirement: |  |
| Staff Members name: |  |
| Post Held |  |
| Date of Continuous NHS Service Date (CSD): |  |
| Payroll Confirmation of CSD received: | Yes / No |
| Signature of payroll authoriser: |  |
| Preferred gift / gift voucher retailer: |  |
| Gift Vouchers required by: |  |
|  |  |
| **FOR OFFICE USE ONLY:** |  |
| Monies for gift/ gift vouchers processed on: |  |
| Name of Accounts person issuing cash: |  |
| Has receipt been received for gift/gift vouchers | Yes / No |
| Signature of Accounts |  |

Signature of Manager:……………………………………………………………………………..

Declaration: - I declare that the information on this form is true, factually correct and complete. I understand that if I knowingly provide false information this may result in disciplinary action and I may be liable for prosecution and civil recovery proceedings

**BLACKPOOL TEACHING HOSPITALS NHS FOUNDATION TRUST**

**STAFF RETIREMENT - APPLICATION FOR RETIREMENT BUFFET**

Staff who retire having completed a minimum of **20 years and over** aggregated service in the NHS (whether whole time or part time) are eligible to receive a buffet

***The Managers must take full responsibility for the organisation and the authorisation of the buffet. Payment must be from the departmental budget.***

Establish eligibility

Total of Aggregated Service:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Budget holder for Department Authorisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount: £\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Budget Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Once authorisation is received managers must make the necessary arrangements either with the Hospital Catering department, or local provider stating the authorised amount and full details of the request.

**The maximum value the Trust will contribute, towards a retirement buffet is £4.65 per head, for a maximum of 20 staff. If 10 or more staff will be in attendance a cake can also be provided.**

**Payment must be received by the catering department prior to event and the catering services function booking form must be completed and submitted, including relevant budget codes, no later than 10 working days before the event.**