

Retiral Gift Voucher Application



Employee Details

Name:

Date of Birth:

Payroll Number:

Job Title:

Current Work Location:

NHS GGC Start Date:

Date of Retirement:

Retiral Presentation Date:

Retiral Tea Funding: Yes/No (delete as appropriate)

Continuous Service History with NHS Greater Glasgow & Clyde

Service will be checked with records held by Payroll.

Person Collecting Voucher

Name, Email, Position & Work Location:

Approval - Service / Clinical Service Manager

Detail Checked & Supported by:

The completed form should be sent to HR by submitting a 'HR Enquiry' via the [HR Self Service Portal](#)
The application will then be approved by HR and sent to Endowments.

HR & Endowments Use Only

Value of Gift Voucher

With 20 or more years continuous service with the Board but less than 30	£100.00
With 30 or more years continuous service with the Board but less than 40	£150.00
With 40 or more years continuous service with the Board	£250.00

HR Authorisation