

	Years of Service Award							
	5	10	15	20	25	30	35	40+
Classified Staff	24 hours of Service Recognition Leave	24 hours Service Recognition Leave or gift selection	32 hours Service Recognition Leave or gift selection	32 hours Service Recognition Leave or gift selection	40 hours Service Recognition Leave or gift selection	40 hours Service Recognition Leave or gift selection	40 hours Service Recognition Leave or gift selection	40 hours Service Recognition Leave or gift selection
Administrative & Professional Staff	24 hours of Service Recognition Leave	24 hours Service Recognition Leave or gift selection	32 hours Service Recognition Leave or gift selection	32 hours Service Recognition Leave or gift selection	40 hours Service Recognition Leave or gift selection	40 hours Service Recognition Leave or gift selection	40 hours Service Recognition Leave or gift selection	40 hours Service Recognition Leave or gift selection
Instructional Faculty	Engraved Writing Pen	Gift Selection	Gift Selection	Gift Selection	Gift Selection	Gift Selection	Gift Selection	Gift Selection

Human Resources will email service award recipients regarding the years of service award recognition option or options. If applicable, the award recipient can choose between recognition leave or a gift selection. For those choosing a gift selection, an email will sent from MTM Recognition (recognitionawards@mtmrecognition.com) with the subject line: Your Milestone with Longwood University. A link will be provided in that email for you to choose your gift award. Your gift will be mailed to your home address. For those choosing recognition leave, the hours will be available in your recognition leave balances and you will have a year to use the leave before it expires.