

LEQ SERVICE AWARDS INFORMATION

LEQ Service Award:

LEQ provides Service Awards to staff who have achieved 10, 20, 30 and 40 years of service in Lutheran education.

If any of your staff are due to receive a Service Award at the end of this year, please fill in the attached form and forward to Maria Spina at LEQ (execea@leq.lutheran.edu.au).

LEQ is honoured to personally present these awards, therefore please ensure the date of your Staff Presentation event is clearly stated in the attached form.

Citation:

For staff serving 20+ years, LEQ can provide a printed citation. The school will need to provide LEQ with a minimum of half an A4 page about the person and send it with the nomination.

Presentation:

*The completed nomination form including the date of the presentation needs to be forwarded to the Executive Assistant a **minimum of 2 weeks before** the presentation of the Award.*

LEA SERVICE AWARD - RETIREMENT

- Upon retirement and with a minimum of 20 years' service, all staff is eligible for a plaque and citation from LEA.
- NB: School Principals must apply direct to LEA at least one month prior to when the presentation is needed (usually at the end of the year at ceremonies).
- Schools can download the LEA forms via the LEA website: [LEA Website](#) and/or apply direct or email lea@Lutheran.edu.au for assistance
- This award is presented by the ED of LEA (or the ED of LEQ on their behalf if the ED LEA cannot attend).

(The LEA Service Award is for anyone who has served Lutheran education for 20 years or more. They can be presented to teaching staff, non-teaching staff and council members. If they had some other significant involvement in the school prior to joining the council (eg, served on the establishment committee for the school, or similar) we would need to look at the details before a decision could be made.)