**Reward Voucher Scheme**

**Nomination Form**

Reward Vouchers can be awarded for special contribution in-year. All staff are eligible for nomination, including casual and fixed term appointments. Full details of the scheme can be found on Employee Essentials. This form must be completed by the line manager and checked to confirm that the individual will not exceed the £400 limit for the year.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Nominee** | **Role Title** | **Band** | **Division/Directorate** |
| Rory McCabe | Senior Data BA | D | DDaT |

**Previous voucher(s) awarded in current year:**

**If yes, amount: Date of award:**

|  |  |
| --- | --- |
| **Level of Award Nominated** (please circle desired award level) | **£100** |
| **£200** |
| **£400** |

|  |  |
| --- | --- |
| **PART 1: Reason for nomination:** (completed by the Line Manager) | |
| (Supporting evidence must include what was achieved, how it was achieved and your rationale for the choice of level).    Thank you for the huge effort in the past month, supporting the stability of the infrastructure and being hugely resilient and positive in the face of colossal amounts of change not only in the team but through the uncertainty in the organisation. They have been exceptional over the last two months and continue to work hard on a daily basis, working through a different backlog to the one they were set up to deliver earlier this year. | |
| **Line Manager Name and Signature:**  **Amrit Malhi** | **Date:**  **20/3/2020** |

Form at this stage to be sent through SCS for authorisation. In E-Serve, form to be sent to the Deputy Director for authorisation.

|  |  |
| --- | --- |
| **PART 2: Authorisation** (completed by SCS) **Confirm / Reject\*** (please circle and provide reasons)  Consur with reason for nomination and well deserved. | |
| **SCS Name and Signature:**  **Natasha McCabe** | **Date:**  **23/3/20** |
| **Reason if Rejected\*:** | |

**SCS** should pass the form back to the **Line Manager** who willprovide feedback to the **individual** and for individual to complete delivery details.

|  |  |
| --- | --- |
| **PART 3: Contact details** (completed by the individual) | |
| **Individual’s Signature Confirmation:** | |  | | --- | | **Rory P. McCabe** | |
| **Delivery address for Love2Choose Card**   |  | | --- | | **13 Ballagan Place,** | | **Glasgow G62 7RQ,** | | **Scotland** | |  |   **Disclaimer**  **Staff choosing to exchange their Love2Choose card for a Virgin Experience do so on an entirely voluntary basis. They should be aware that Ofgem accepts no liability for any injury that may occur as a result of participation in Virgin Experiences activities. By signing above, the employee confirms that they have read and understood this disclaimer.** | |

**Form passed to Management Information and Payroll Team for processing.**

**Receive form on:**

**Issued voucher on:**