## Longevity Service Award Program Request

Mississippi Code Ann. Section 25-9-151 establishes the Longevity Service Award program for full-time employees of the State of Mississippi. According to the statute, the Longevity Service Awards may be presented to state employees with 10, 20, or 30 years of full-time employment. Please note that MSPB only maintains certificates and lapel pins in increments of 10,20, or 30 years.

To request a certificate and/or lapel pin, please complete this form with your agency head's signature. All forms must be signed by the agency head in order to be processed by MSPB.

Requests for certificates and lapel pins should be submitted to MSPB by the 5th day of the month preceding the month of the award presentation to allow for printing and signing of certificates. For example, presentations in March should be submitted to MSPB by February 5th.

Submit this form to longevity@mspb.ms.gov.

## Longevity Service Award Recipient(s)

Requesting Agency
Date of Request
Agency Contact Name
Agency Contact Phone Number
Agency Contact Mailing Address
check this box
if hand mail is
preferred

| Employee Name to be Printed on Certificate <br> (MSPB is not responsible for confirming that names are spelled correctly.) | Service Years <br> $\mathbf{1 0 , 2 0 , 3 0}$ | Date to be Printed <br> on Certificate |
| :--- | :--- | :--- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

I hereby certify that the above named employee(s) has/have attained 10, 20, or 30 years of full-time service in State Government as required by Section 25-9-151 of the Mississippi Code and is/are eligible to receive Longevity Service Award(s).

