

Subject: **Reinstatement of Previous Service Time When Rehired**

Applies to: Regular (benefit eligible) Full and Part-time Faculty, Clerical, Technical, Service, Nursing, Professional, Administrative, and Supervisory Staff (Individuals who are represented by a collective bargaining unit should refer to their agreement.)

I. Policy: Faculty and staff members rehired to a benefit eligible (full or part-time) position at the University within five years of their termination will have previous benefit eligible University service reinstated at time of rehire and their service date adjusted accordingly.

II. Guidelines:

- A. The period of time an individual has not been employed by the University is not counted as service time.
- B. This policy does not establish an obligation to rehire staff members who have terminated.
- C. Benefits, such as sick leave protection and vacation time do not accrue during the period of absence.
- D. Returning staff will be expected to complete the probationary period associated with the position to which they are rehired.

See also Policies: #136 Termination
 #169 Probationary Period
 #345 Vacation
 #386 Service Awards