

POLICY

Reinstatement of Previous Service Time When Rehired

LAST REVISED ON 02/2019

This policy applies to: Regular (benefit-eligible) full-time (FT) and part-time (PT) faculty and staff. (Individuals who are represented by a collective bargaining unit should refer to their agreement.)

I. Policy

Service date represents a faculty or staff member's time in a benefit eligible status (FT or PT) and is used for benefit purposes such as determining vacation accrual, disability entitlement, severance eligibility, etc. Faculty and staff members who leave the University in a benefit eligible (full-time or part-time) status and are subsequently rehired to a benefit eligible (full or part-time) status at the University within five years of their termination date, will have previous benefit eligible University service reinstated at time of rehire and their service date adjusted accordingly. Faculty or staff who have left from or return to the University in a TAR, non-benefit eligible status shall have **no more** than 5 years between benefit eligible positions (see examples below)

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 faculty or staff members who have terminated.

C. Reinstatement of service time will not provide benefits, such as sick leave and vacation accruals during the period the individual was not employed.

D. Reinstatement of service for a returning staff member will not exempt the employee from completing the probationary period or introductory period associated with the position to which they are rehired.

E. Retirement Service Credit, which allows for the waiver of the 2-year waiting period for retirement contributions, follows a separate process. Please see details about [waiving the two year service requirement \(https://www.rochester.edu/human-resources/contacts/frequently-asked-questions/retirement/\)](https://www.rochester.edu/human-resources/contacts/frequently-asked-questions/retirement/).

Examples

A. Faculty and staff who at one point held a benefit eligible position but who ultimately terminate in a non-benefit eligible status (TAR) will be granted reinstatement of previous service time if rehired to a benefit eligible position within 5 years of their previous benefit eligible status (Full-time or Part-time).

B. Faculty and staff who terminate in a benefit eligible status (Full-time or Part-time) and are rehired to a non-benefit eligible status (TAR) will be granted reinstatement of previous service time only if the individual returns to a benefit eligible status (Full-time or Part-time) within 5 years of their previous benefit eligible status.

See also:

- [#136 Termination \(https://www.rochester.edu/policies/policy/termination/\)](https://www.rochester.edu/policies/policy/termination/)
- [#169 Probationary Period \(https://www.rochester.edu/policies/policy/probationary-period/\)](https://www.rochester.edu/policies/policy/probationary-period/)
- Retirement Program
- [#339 Short-Term Disability \(https://www.rochester.edu/policies/policy/short-term-disability/\)](https://www.rochester.edu/policies/policy/short-term-disability/)
- [#345 Vacation \(https://www.rochester.edu/policies/policy/vacation/\)](https://www.rochester.edu/policies/policy/vacation/)
- [#386 Service Awards \(https://www.rochester.edu/policies/policy/service-awards/\)](https://www.rochester.edu/policies/policy/service-awards/)

ABOUT THIS POLICY

Policy Number

134

Policy Group

Human Resources

Issuing Authority

Human Resources

Responsible Officer

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ADDITIONAL RESOURCES

[Retirement Programs \(https://www.rochester.edu/working/hr/benefits/retirement/\)](https://www.rochester.edu/working/hr/benefits/retirement/)

RELATED POLICIES

[Recruitment and Selection \(https://www.rochester.edu/policies/policy/recruitment-selection/\)](https://www.rochester.edu/policies/policy/recruitment-selection/)

[Family Medical Leave \(https://www.rochester.edu/policies/policy/family-medical-leave/\)](https://www.rochester.edu/policies/policy/family-medical-leave/)

[Short-Term Disability Plan \(https://www.rochester.edu/policies/policy/short-term-disability/\)](https://www.rochester.edu/policies/policy/short-term-disability/)

[Leaves of Absence \(https://www.rochester.edu/policies/policy/leave-of-absence/\)](https://www.rochester.edu/policies/policy/leave-of-absence/)

POLICY KEYWORDS

[Benefits \(https://www.rochester.edu/policies/all/?filter%5Btopics%5D=306\)](https://www.rochester.edu/policies/all/?filter%5Btopics%5D=306)

[Recruiting \(https://www.rochester.edu/policies/all/?filter%5Btopics%5D=536\)](https://www.rochester.edu/policies/all/?filter%5Btopics%5D=536)