




National University of Health Sciences General Policies

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Date Adopted: 04/18/05	Date(s) Revised:			
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	Date			

POLICY STATEMENT

National University of Health Sciences (NUHS) will credit the previous service of employees who leave employment and return to NUHS within one year of separation. This policy applies only to employees who have completed at least one year of full-time service prior to separation. Temporary and part-time service is not counted when determining whether one year of service has been completed.

Procedure

1. Each completed year of full-time service will be credited to the anniversary date. To credit this time, the previous service will be added to the hire date.
2. Returning employees will be required to satisfy applicable waiting periods for health and welfare benefit plans.
3. The TIAA-CREF retirement plan is governed by ERISA (Employee Retirement Income Security Act) regulations. The effects of break in service are explained in detail in the summary plan descriptions. The summary plan may be reviewed in the office of Human Resources.
4. Vacation eligibility: returning full-time employees are eligible to begin accruing vacation as the vacation paid time off policy warrants.
5. Sick days eligibility: returning full-time employees will have the balance of their sick time from their prior full-time position carried over to their new full-time position.
6. Returning employees who did not complete one year of service of continuous full-time service or whose period of separation from NUHS exceeds one year, will be considered as new employees, and will not receive credit for previous service. The exception to this rule involves rights under the retirement plan, which are governed by law, and will be credited accordingly.