

University of St. Thomas Policies

BREAK IN SERVICE

Policy Number: H.05.02

SCOPE

All employees.

PURPOSE

To define what constitutes a break in service for the purpose of allocating benefits based on seniority. This policy does not apply to the retirement benefits as defined in the University retirement plan document.

POLICY/PROCEDURE

If an employee returns to the University after a period of employment elsewhere of no more than five (5) years, all prior years of service will be credited toward seniority.

APPROVED: Dr. Robert Ivany

Date of Original Formation: 9/1/2010

Revision Number:

Revision Date:

Effective Date: