

Policy Title: Rehired Employees

Policy Summary: Criteria for Reinstatement of Certain Benefits Upon Rehiring of Regular Full-Time Staff Employee After Voluntary Separation of Employment

Policy Category: Human Resources

Policy Owner: Human Resources

Policy Summary

In the event a regular full-time staff employee voluntarily separates employment from Drake and is rehired, certain criteria can be used to reinstate some benefits.

Purpose

The purpose of this policy is to allow regular full-time staff employees who after voluntarily separating employment from Drake University are rehired within six months from the date of separation will be considered reinstated, as though no break in service occurred, for purposes of determining eligibility for certain benefits..

Scope

This policy applies to regular full-time staff employees who after voluntarily separating employment from Drake University are rehired within six months from the date of separation.

Policy

Rehired Employees

In the event a regular full-time staff employee voluntarily separates employment from Drake University and is rehired within six months from the date of separation, the employee will be reinstated as though no break in service occurred for purposes of determining eligibility for certain benefits, including vacation and sick leave.

For complete information regarding each benefit and its application to a break in service situation, please contact Human Resources or refer to the Summary Plan Description and/or Plan Document of the applicable benefit plan.

In all cases, employees who separate employment from Drake University for a period of six months or more and are subsequently rehired will not be treated as continuously employed for purposes of longevity awards or recognition. This policy does not create any vested rights to employee benefits. Any and all Drake University benefit plans may be amended or changed at any time.

Last Review Date: January 2021

Effective Date: July 2016