



## Lehigh University Human Resources Policy

Policy Number:	104
Effective Date:	9/1/2006
Revisions:	9/1/2006
Applicability:	All Salaried Faculty and Staff Members

### EMPLOYMENT SERVICE DATES POLICY

#### **Purpose:**

Policy on the calculation of prior Lehigh service for benefits eligible employees

#### **Policy:**

Lehigh University service is a measure of the length of time that an individual has been employed by the University as a regular employee on a full-time or part-time basis.

For all regular employees, length of service is used to determine eligibility for service recognition, paid time off, and waiting periods for pension and tuition benefits.

When a former employee is rehired or recalled into a regular position within one year of separation, crediting of prior service may occur.

#### ***Service Dates***

There are five service dates used at Lehigh University. Only the Adjusted Service Date, Seniority Service Date, and Pension Eligibility Service Date are used in the determination of benefits eligibility and service recognition.

- **Current Hire Date** – This date is the first day of work at Lehigh University in the current employment status.
- **Original Hire Date** – This date is the first day of any work at Lehigh University.
- **Adjusted Service Date** – This date is used to determine eligibility for service recognition and paid time off benefits. The date may be adjusted to include eligible prior Lehigh service credits.
- **Seniority Service Date** – This date is used to determine eligibility for benefits that require full-time service such as tuition benefits and retiree benefits. The date may be adjusted to include eligible prior Lehigh service credits.
- **Pension Eligible Service Date** – This date is used to determine eligibility for the University Retirement Plan. The date may be adjusted to include eligible prior Lehigh service credits.

#### ***Eligibility for Prior Lehigh Service Credits***

Regular University faculty and staff members who return to the University after a break in service of

less than one year will be given credit for their prior Lehigh service.

Individuals newly hired into regular faculty or staff positions who worked for Lehigh University in temporary, non-student positions within the preceding twelve months may be eligible for prior service credit. Hours worked while attending Lehigh as a student are not eligible for prior Lehigh service credit.

This policy applies only to waiting periods toward benefits eligibility for those benefits available to new hires upon return to regular employment at Lehigh University or the start of regular employment, if a temporary non-student employee. The terms and conditions of any benefit an employee had during his or her previous employment are neither available nor applicable upon return.

### ***Calculation of Prior Lehigh Service Credits and Service Dates***

For individuals previously employed in regular salaried positions, prior Lehigh service credits are based on the number of full years and full months of service earned through the actual date of separation. Calculations are done for Adjusted Service, Seniority Service, and Pension Eligibility dates.

For individuals previously employed in temporary, non-student positions who have not experienced a one year break in service, employment during the five years preceding hire as a regular employee is reviewed. Credit for Adjusted Service and Pension Eligibility dates may be provided for each continuous four-week period in which the individual worked a minimum of 20 hours each week. Credit for Seniority Service Date is provided for each continuous four-week period in which the individual was employed on a full-time basis.

The **Adjusted Service Date** is the **Current Hire Date** minus the years and months of credit for Adjusted Service.

The **Seniority Service Date** is the **Current Hire Date** minus the years and months of credit for Seniority Service.

The **Pension Eligibility Date** is the date an employee becomes eligible for the Retirement Program minus the years and months of eligible credit for Pension Eligibility.

### ***Not Applicable to Definition of “Continuous Service”***

Prior Lehigh service credits are not applicable to the definition of Continuous Service.

Continuous service includes authorized leaves such as Academic Leave, Family Medical Leave, Short-term Disability, or Military Leave. Continuous service does not include periods of personal leaves of absence.

**Keywords:** Employment, Prior Service, Hire Dates