

	MOREHOUSE SCHOOL OF MEDICINE HUMAN RESOURCES POLICY AND PROCEDURE MANUAL	POLICY NUMBER	HR 2.10
		EFFECTIVE DATE	12-1-2015
		PAGE (S)	1
	<u>SUBJECT</u> ADJUSTED DATE OF HIRE POLICY	SUPERSEDES	

PURPOSE

To provide the guidelines for determining an adjusted date of hire for former MSM faculty or staff returning to work at Morehouse School of Medicine.

APPLICABILITY

This policy applies to former MSM faculty or regular and part-time (50% time or more) staff who previously worked for MSM for one or more years.

POLICY

Morehouse School of Medicine ("MSM" or "School") seeks to acknowledge the previous time worked at MSM by its former employees. The adjusted date of hire is the basis for determining continuation of select benefits based on the employee's prior hire date.

ESTABLISHING SERVICE CREDIT WHEN RE-EMPLOYED

Regular or part-time employees (working 50% time or more) who are reemployed within six (6) months of their termination date from MSM will retain their original date of hire. This date will also be known as the adjusted date of hire and will apply to the employee's accrual for sick and vacation time. Eligibility criteria for other benefits (medical, dental, vision, retirement, etc.) will be administered according to the Summary Plan Document for each benefit.

GUIDELINES

Employees re-employed with MSM with an adjusted date of hire equal to their original date of hire will accrue sick and vacation leave as determined by their previous years of completed service. There is no probationary wait period; however, usage of vacation and sick leave should be done in accordance to the policies and with manager approval.

Employees seeking to return to MSM after six (6) months from their termination date will not receive credit for previous employment. The adjusted date of hire is the date the employee returns to the organization.