

Seniority

Reviewed Date		Number	<i>HR0205</i>
Revised Date	<i>February 9, 2000</i>	Approved Date	<i>December 19, 1990</i>

Introduction

N/A

Purpose

N/A

Legislative Authority

N/A

Policy Definitions and Interpretation

N/A

Policy

Each employee's length of service record is based on his/her most recent hiring date with the Health Unit.

Length of service will not be broken and seniority will continue to accrue in the following instances:

1. in the event an employee is transferred to another department or location;
2. time lost due to accidents that occur on the job - up to one year
3. in the event an employee is laid off and recalled to work within 90 consecutive days; and,
4. approved leave of absence.

Seniority will be broken by:

1. resignation;
2. dismissal;
3. lay off for a consecutive period of longer than 90 days;
4. failure to report back to work within three (3) working days after being requested by the Director to do so; and;
5. absence for a period of three (3) consecutive working days without permission or without notice to the Director.

In the event an employee resigns and is rehired at a later date, he/she should be informed by A.D.C.S. that his/her service date must correspond with his/her rehire and all previous seniority has been lost.

Procedures

N/A

Related Policies

N/A

Related Forms

N/A

Final Approval Signature: _____

Review/Revision History:

September 2010 Policy re-numbered – previous number B3.090