
EMPLOYMENT STATUS AND RECORDS

BREAK IN SERVICE

Individuals who sever employment with SWOSU and return to employment within 180 calendar days with a position which earns annual/sick leave shall have those benefits that SWOSU can reasonably reinstate reactivated. Examples of commonly asked questions regarding this benefit are outlined below:

- **Annual Leave:** accrual rates shall be based upon the previous date of hire less the length of the break in service, rounded down to the nearest week.
- **Sick Leave:** any unused, accrued sick leave that was lost at the time of separation shall be reinstated.
- **Family Medical Leave:** the previous employment period will be considered when meeting the length of service requirements for the Family Medical Leave Act.
- **Pre-existing medical exclusions:** are not determined by SWOSU and, as such, they are not impacted by this policy.