

PRIOR SERVICE CREDIT

1. GENERAL

- a. Regular staff employees will receive credit for service previously performed as a regular staff employee of Wake Forest University (WFU) or Wake Forest University Health Sciences (WFUHS) to determine future PTO accruals.
- b. This policy applies to:
 - (1) Staff who have previously worked at WFU or WFUHS as regular full-time or part-time employees for at least one continuous year and who have a break in service of twelve (12) months or less.
 - (2) Staff transferring directly from WFUHS with no break in service who were employed as regular full time or part-time employees.
 - (3) Staff who have a change in status from part-time (budgeted to work less than 1400 hours a year) to full-time.

2. CONTINUOUS SERVICE CREDIT

- a. Staff who have a change in status from part-time (budgeted to work less than 1400 hours a year) to full-time shall be credited with continuous service from their original date of hire as a regular, part-time staff employee.
- b. Continuous service credit will only apply to future accrual rates for Paid Time Off (PTO) and will not entitle the employee to the reinstatement of any past accruals lost due to the break in service.
- c. A break in service occurs when a regular staff employee is in a non-pay status. An employee is in a non-pay status after the last day of work because of resignation, dismissal, retirement or reduction-in-force. Periods of leave without pay do not constitute a break in service.
- d. Eligibility and participation rules specifically relating to retirement, tuition reimbursement, the defined contribution plan or other benefits will take precedence over this policy.

3. REQUESTING PRIOR SERVICE CREDIT

- a. The employee must submit a [Request for Prior Service Credit](#) form to the Human Resources Department when he/she becomes eligible for continuous service credit according to the above eligibility criteria.

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- b. The Human Resources Department will make the determination of the employee's eligibility for continuous service credit. The employee will be notified in writing whether credit for prior service will be given and what the employee's adjusted date of hire will be.

Drafted by the Director of Human Resources, February 1, 2001.

Approved by the President, March 28, 2001

Submitted by the Associate Vice President of Human Resources and approved by:

_____ on April 8, 2009
Nathan O. Hatch, President