



SUBJECT:	Re-Employment
POLICY NO:	VII:10
APPLICABLE TO:	Full-Time/Part-Time Regular Employees
PAGE NO:	1 of 1
EFFECTIVE DATE:	June 1, 1997
REVISION DATE:	August 1, 2018 (due to name change)

I. POLICY:

The Hennepin Healthcare Research Institute (HHRI) believes that a former employee may be considered valuable because of HHRI background and experience.

Therefore, it is the policy of HHRI that a former employee with a good work record should be considered for re-employment. This candidate will be treated as a new employee. If appropriate, and if the employee returns within one year, credit would be given to a former employee toward benefits determined by employment tenure.

II. PROCEDURE:

- A. Check previous HHRI work record and make it available to the interviewing supervisor/manager.
- B. Request candidate to update employment application.
- C. Sick and vacation accrual:
 - 1. If an employee is rehired within one (1) year, any remaining sick leave balance at the time of their termination will be restored. A rehire after one (1) year will receive sick accruals as a new hire.
 - 2. Previous employment with HHRI will count toward establishing the vacation accrual level if an employee is rehired within five (5) years. The accrual level will be based on an adjusted hire date which will be determined by the employee's original hire date less the number of months they were not an HHRI employee. A rehire after five (5) years will receive vacation accruals as a new hire.
- D. A 401A Plan Participant who was not vested at termination will have his/her former account restored if rehired within five (5) years. Prior HHRI employment will count towards vesting in the plan. Contributions will be made or not made according to the plan document.

III. RESPONSIBILITY:

It is the responsibility of the Human Resources Division to follow through on the above procedure.