


Name of Policy: Classified continuous service Policy Number: 3364-25-43 Approving Officer: President Responsible Agent: Vice President and Chief HR Officer Scope: The University of Toledo – All Campuses		 Revision date: October 13, 2016 Initial effective date: June 11, 2009	
	New policy proposal		Minor/technical revision of existing policy
	Major revision of existing policy	X	Reaffirmation of existing policy

(A) Policy statement

For the purposes of determining accrual of vacation and percentage of longevity pay for classified employees, seniority shall mean length of service with the state. The term “continuous service” shall be so construed that absence from employment due to illness, accident, other approved leaves of absence or layoffs up to two years due to lack of work or funds shall not cause a break in the meaning of the term “continuous service.”

(B) Purpose of policy

The purpose is to set forth type of instances which shall cause a break of continuous service.

(C) Procedure

Continuous service shall be broken for any of the following reasons:

- (1) Quit or voluntary resignation;
- (2) Discharge for cause;
- (3) Failure to return to work at scheduled expiration of leave of absence;

- (4) A leave of absence may be canceled and service broken if the employee performs other work without the knowledge of the university;
- (5) An employee absent from work for three consecutive working days without notification except in case of extreme personal emergency;
- (6) An employee on layoff who fails to report for work within ten days after being notified by registered mail at their last address on file in the department of human resources and talent development.

<p>Approved by:</p> <p><u>/s/</u> Sharon L. Gaber, Ph.D. President</p> <p><u>October 13, 2016</u> Date</p> <p><i>Review/Revision Completed by: Senior Leadership Team Vice President and Chief HR officer</i></p>	<p>Policies Superseded by This Policy: <i>Previous 3364-25-43 Seniority, effective date June 11, 2009; title changed to “Classified continuous service”</i></p> <p><i>Previous 3364-25-43, effective date September 13, 2013</i></p> <p>Initial effective date: June 11, 2009 Review/Revision Date: September 13, 2013; October 13, 2016 Next review date: October 13, 2019</p>
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