

Effective Date: **June 1, 2015**

POLICY

EMPLOYMENT

Employee Handbook – Section 207 Length of Service

RESPONSIBLE OFFICE

Human Resources

207 Length of Service

Human Resources is responsible for determining the length of an employee's Continuous Service with Boston University and the length of his or her Total Service with the University or its affiliates. Continuous Service is based on the employee's most recent date of hire, while Total Service includes prior service as a regular full-time or regular part-time employee with the University. Continuous Service and Total Service are both measured in terms of months of service with the University.

207.1 Continuous Service

Continuous Service represents the number of months of service that an employee has completed since his or her most recent date of hire. It is the service criterion that applies to all policies except Service Recognition Awards.

Continuous Service with Boston University is not interrupted by an approved Leave of

Absence. If an employee is laid off by the University and re-employed within one (1) calendar year, the University will credit the employee with whatever Continuous Service the employee had accumulated as of the date of layoff. Credit for Continuous Service will not be given for time spent on layoff.

Continuous Service with Boston University is interrupted by voluntary or involuntary terminations. However, an employee who voluntarily terminates employment with the University and is re-employed within one (1) calendar month may, with approval from Human Resources, be reinstated without interruption in his or her Continuous Service.

207.2 Total Service

Total Service represents the number of months of service that an employee has completed as a regular full-time or regular part-time employee with Boston University irrespective of service interruptions. It is used solely to determine eligibility for Service Recognition Awards.

207.3 Related Considerations

The Employee's official personnel record maintained by Human Resources is the source of the data used by Human Resources to perform length of service calculations.

Other service criteria may be used in the administration of Boston University's employee benefit plans. Employees should refer to the Faculty and Staff Benefits Handbook for the applicable length of service requirements and other eligibility requirements.

THIS POLICY STATEMENT IS PART OF THE **EMPLOYEE HANDBOOK**, AND SHOULD BE READ IN CONJUNCTION WITH ALL OF THE POLICIES THAT COMPRISE THE HANDBOOK. THE PROVISIONS OF THE EMPLOYEE HANDBOOK DO NOT CONSTITUTE AN EMPLOYMENT CONTRACT AND DO NOT ALTER THE AT-WILL STATUS OF AN EMPLOYEE.

END OF POLICY TEXT

Additional Resources Regarding This Policy

Related Policies and Procedures

- [Employee Handbook Policies Manual](#) (staff)
- [Faculty Handbook](#) (faculty)

Related BU Websites

- [Human Resources](#)
 - [HR Policies](#)

Categories: Employment, Non-Represented Staff Keywords: continuous service, Employee Handbook, human resources, service, unbroken, uninterrupted