

CALIFORNIA INSTITUTE OF TECHNOLOGY
STAFF PERSONNEL MEMORANDA

Subject: <p style="text-align:center">Service Date</p>	Memo No. 31 Pages: 3 Date: October 27, 2020
Approved by: Julia McCallin, Associate Vice President for Human Resources and Chief Human Resources Officer (CHRO)	

(This supersedes Memo No. 31, dated December 5, 2005)

1. POLICY

It is the Institute's policy to recognize an employee's service date as the basis for determining:

- a. Eligibility for employee benefits when a waiting period is required.
(Please refer to the *Benefits Handbook* and applicable plan documents for specific information regarding eligibility, service requirements, and others.)
- b. Vacation accrual rate.
- c. Credit for service awards.

2. DEFINITIONS

- a. *Service date* is the date an employee begins continuous service, working a regular schedule of 20 hours or more per week.
- b. *Continuous service* is a period of uninterrupted employment on a benefit basis.
- c. *Benefit basis* is the status of an employee who works a regular schedule of 20 or more hours per week. (Please refer to the *Benefits Handbook* for additional information regarding benefit-based employees.)

3. END OF CONTINUOUS SERVICE

- a. Continuous service ends upon termination of the employee's employment, subject to the exceptions provided in Paragraph 5 below.

4. TIME DEDUCTED FROM SERVICE DATE

The following periods of absence are deducted from total years of continuous service for the purpose of determining an adjusted service date:

- a. Upon return from a personal leave of absence without pay that exceeded six months, an employee's service date will be moved forward by a number of days equal to the amount of time by which the leave of absence exceeded six months. For example, an employee who was on a leave of absence without pay for 12 months will have the service date moved forward six months.
- b. For any period over 90 days that an employee spends in a non-benefit base status as a result of working a schedule of fewer than 20 hours per week, the employee's service date will be moved forward for the entire period s/he is in a non-benefit base status.
- c. The following periods of absence will not result in an adjustment of a service date:
 - i. Unpaid leaves of absence of six (6) months or less.
 - ii. Time spent on an educational leave.
 - iii. Time spent on leave for military training*.
 - iv. Time spent as a reservist in a branch of the U.S. military*.
 - v. Time spent in active military service*.
 - vi. Time spent in legally protected leaves of absence within the time allowed by law.
 - vii. Time spent on a disability leave of absence

* As defined in Personnel Memorandum 15-7.

5. ESTABLISHING SERVICE CREDIT WHEN REEMPLOYED

The service date for continuous service purposes for a former Caltech employee who is reemployed by the Institute will be established as follows:

- a. A regular, benefit-based employee who voluntarily resigns after having completed the initial introductory period and is subsequently reemployed within 12 months of the resignation date will retain the original service date.
- b. A regular, benefit-based employee who was laid off after having completed the initial introductory period, and is subsequently reemployed within the reemployment period set forth below, will be considered to retain the original service date:
 - i. An employee with fewer than 12 months of continuous service at the time of layoff will retain the original service date if reemployed within 12 months of the termination date.

- ii. An employee with 12 or more months of continuous service at the time of layoff will retain the original service date if reemployed within a time period equal to the length of previous Institute service or 24 months, whichever is less.

For a laid-off employee who is reemployed by the Institute but does not meet the criteria in either section 5.b.i or section 5.b.ii above, the date of reemployment will become the new service date.

- c. A regular, benefit-based employee who has completed the introductory period and who is employed at an affiliate organization as defined below will retain the original Caltech service date, if upon completion of said employment, the employee returns directly to Caltech as a regular benefit-based employee. For the purpose of this section, the following are organizations which are considered affiliates with Caltech:

- i. California Association for Research in Astronomy
- ii. Caltech Employees Federal Credit Union
- iii. Caltech Y
- iv. Childrens' Center at Caltech
- v. Child Education Center
- vi. Howard Hughes Medical Institute
- vii. Stowers Medical Institute
- viii. Thirty Meter Telescope Project (CELT)

The provisions in this section are intended only to describe the process by which Caltech will establish the service date for employees who leave Caltech and later return. These provisions should not be considered as guarantees of reemployment, or as indications of preferential treatment as part of the employment process.

6. EXCEPTIONS

Exceptions to this policy require the approval of the Institute's chief human resources officer.