

## **Anniversary Date**

The first day of regular employment with Detroit Mercy shall be the employee's hire date and shall become the employee's anniversary date. An employee's anniversary date will remain the same unless he or she has a [leave of absence](#) from work for more than 120 calendar days. At that time, the date will be reviewed and may be adjusted at the discretion of Human Resources.

Employees who terminate and are rehired later may have their anniversary date adjusted. An employee's years of service are based on the anniversary date or adjusted anniversary date.

If an employee is rehired in a full-time, modified full-time, or regular part-time position, their employment anniversary date will be reviewed and may be adjusted, based on prior full-time, modified full-time, or regular part-time employment.

For full-time or modified full-time employment, you will receive full credit.

For regular part-time employment, you will receive half-credit.

Employees will receive no credit for casual, temporary, or any non-regular part-time employment, and will not be considered for any service awards. Casual work includes student employment, adjunct professors, interns, casual coaches, etc.

Some benefits and procedures are determined by an employee's anniversary date. These include, but are not limited to, the following:

1. Wage and salary reviews;
2. Earning and use of vacation days;
3. Accrual of sick leave benefits.

If your anniversary date has been adjusted, you must still meet the eligibility requirements for events such as general increases. The criteria will be outlined in the general increase email announcement.

A rehired employee is not eligible for short-term disability until they have reached 90 days of current, continuous, full-time or full-time modified employment.

A rehired employee is not eligible for long-term disability until they have reached one year of current, continuous, full-time or full-time modified employment.