

## **St. Mary's College of Maryland Employee Reinstatement Policy**

### **Reinstatement of Former Employees**

Employees returning to St. Mary's College within six months:

- Reinstatement on payroll with no break in state service
- Reinstatement of all unused sick leave
- Leave accrual rates are based on original hire date

Employees returning to St. Mary's College within one year:

- Reinstatement on payroll with a break in state service
- Reinstatement of all unused sick leave
- Leave accrual rates are based on original hire date

Employees returning to St. Mary's College within two years:

- Reinstatement on payroll with a break in state service
- Reinstatement of all unused sick leave
- Leave accrual rates are based on new hire date

Employees returning to St. Mary's College within three years:

- Reinstatement on payroll with a break in state service
- Reinstatement of all unused sick leave
- Leave accrual rates are based on new hire date

Employees returning to St. Mary's College after three years:

- New employee for state service
- Unused sick leave will not be reinstated
- All leave accruals are based on new hire date