



UNIVERSITY OF CENTRAL OKLAHOMA

Policy ID: ADM-EMP-36 Minor Revision4

Title: Reinstatement

Description: Employees who wish to return to work on campus after leaving.

Category: Human Resources

Applies to: staff, faculty

Contact: [Human Resources](#)

Purpose: Policy regarding reinstatement on campus.

Policy Statement: Employees who are reinstated to any part-time or full-time benefitted position by the University within 90 calendar days following termination will have their previously accrued sick leave balance and vacation accrual rate restored to their employment record.

Reinstated employees will not need to re-satisfy the eligibility period for benefits. As such, benefits will resume on day 1 of reinstatement as selected during the employee's previous election period. Should an applicable qualifying event, as defined by the Internal Revenue Service (IRS), have occurred during the separation period, the employee can initiate a change in benefits through the UCO Qualifying Events process.

Glossary of Terms:

Legal Citation:

Campus

Links:

FAQs:

Formerly

known as:

Approved on: 12/01/2005

Effective date: 12/01/2005

Keyword(s): reinstated, rehire, accrual, vacation, sick

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