

**AMERICAN LIBRARY ASSOCIATION
PERSONNEL POLICY MANUAL**

Item Number 105A

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ADJUSTED SERVICE DATE

Reviewed and
Reissued 6/03

Individuals who leave the American Library Association in good standing are eligible for rehire. A returning employee may be eligible for an adjusted service date if the following conditions are met:

- Period of absence does not exceed one year. Service credit for prior employment and period of absence is granted immediately and employee retains original service date.
- Period of absence exceeds one year but not more than five years. Service credit for prior employment is retained. Service date is adjusted after one year of re-employment.

Adjusted service date will apply to the following benefits:

- Service Awards.
- TIAA-CREF Retirement Annuity 4% contribution and 3% match. (This policy shall be in effect from the date of this policy approval.)
- Individual premium for retiree healthcare.

The adjustment of service date will not apply to vacation accruals, floating holiday, previous or current employment status or eligibility to begin participation in healthcare benefits. Prior unused sick balance is adjusted to zero.