

STAFF HIRING AND EMPLOYMENT PRACTICES

Seniority

A staff employee's seniority is used to determine eligibility for benefits, the rate of vacation accrual, and calculation of separation pay; if appropriate. Seniority is calculated from the first day of benefits-eligible employment, and includes continuous service as a benefits eligible employee, less any unpaid leave of more than thirty (30) days (excluding Military Leave).

Eligible staff employees on a leave of absence or terminating from the university and returning within six months shall have their past service linked for purposes of calculating seniority relative to vacation accruals and severance benefits. If the break in service exceeds six (6) months, the staff employee (excluding those on military leave for less than five years) will lose all prior seniority.

Eligibility for USC long-term disability benefits is based on continuous, active service and service is not linked following a break in service.

Eligibility for certain tuition assistance benefits are based on total years of service, not on seniority.

Questions regarding this policy should be directed to Personnel Services on the University Park campus at (213) 821-8111 or on the Health Sciences campus at (323) 442-1010.