

LOYOLA ENTERPRISES, INC.

POLICIES & PROCEDURES

CLASSIFICATION: Employment Practices

Number: I-17

Effective Date: 08-28-00

SUBJECT: Rehiring of Former Employees

Revision Date: 07-09-09

Former full-time or part-time employees who are rehired as full-time or part-time are eligible for full credit for previous service if the break in service was less than one year. Former temporary workers are not eligible.

The Human Resources Department will calculate a credit for former service, which will determine an adjusted hire date. The new hire date will be used to calculate Personal Leave Time and/or 401(k) corporate match, if applicable.