

**MARKLUND**  
**HUMAN RESOURCES POLICY AND PROCEDURE**

**POLICY NO: 3.21**

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**SUBJECT: SENIORITY**

**DEPARTMENTS AFFECTED: ALL**

**APPROVED BY:**

**ISSUED: 12/1/90      REVISED: 7/10/98, 3/1/00      EFFECTIVE DATE: 12/1/90**

**PURPOSE:**

To ensure that all employees are treated in an equitable manner.

**POLICY:**

1. Seniority is defined as the period of continuous service a person has as an employee of the organization.
  - A. Continuous service is that which has not been interrupted by termination and which has been adjusted to reflect personal leaves of absence exceeding six (6) weeks in duration or which exceeds the limitations outlined in the FMLA (Family and Medical Leave Act). Employees who leave the organization in good standing and are rehired within thirty (30) days of their last working day will maintain their original hire date for the purpose of seniority.
  - B. There is no distinction between full and part timer service in calculating seniority.