1. Recognition

The University recognizes and awards extended years of service to regular full-time and regular part-time staff as follows:

   Years – 5, 10, 15, 20, 25, 30, 35, 40, 45, 50

Service is acknowledged on Recognition Day, held annually on a day near the anniversary of the University Charter, February 21 (1957).

Temporary employment is not eligible for service credit. (See also 3.06, Part-time, Temporary and Student Employment.)

2. Service Date

Service for recognition purposes only is determined by the employee's service date, which is the date on which the person began regular employment. If the person is rehired, a new service date is established.

3. Adjusted Service Date

An adjusted service date is issued for breaks in service of less than one year and for part-time service completed prior to a full-time appointment, which is credited at one-half time. This adjusted service date is defined as the date upon which vacation and other applicable benefits are based for regular full-time staff. It represents accumulated full-time active service, and is calculated as opposed to an actual date. HRD will calculate and communicate the adjusted service date for eligible new hires or transfers when necessary.