

# Former Employee Rehire Policy

## Purpose

This policy, included in [Company Name's] (the Company) employee handbook, outlines the right of the Company to consider the rehire of former employees under certain conditions. This policy consists of the rules regarding eligibility or ineligibility for rehire, as well as length of service and benefits recognition.

## Eligibility for Rehire

Former employees who voluntarily left employment or were laid off due to business needs, including an involuntary reduction in force, may be eligible for rehire if they had a satisfactory work record while employed by the Company.

## Ineligibility for Rehire

Former employees who were involuntarily terminated from employment and/or had an unsatisfactory work record will not be considered for rehire. This includes employees with negative marks on a recent performance evaluation and/or employees who terminated employment with an unresolved performance improvement plan.

## Length of Service and Benefits Recognition Rules for Eligible Employees

- If a rehired employee worked for the Company for less than a year previously, the employee will be treated as a new employee. Their start date will be listed as the rehire date and they will not receive credit for previous service towards seniority or benefits.
- If a rehired employee worked for the Company for more than one year previously and the period of prior company service exceeds the length of absence, the employee will retain seniority. Their start date will be listed as the original hire date and eligibility to participate in company benefits will be effective immediately.
- If a rehired employee worked for the Company for more than one year but the period of absence exceeded the period of prior company service, the employee will be considered a new employee. Their start date will be listed as the rehire date and they will not receive credit for previous service towards seniority or benefits.