

## **CHAPTER 7 - CONTINUOUS SERVICE**

Continuous service in a regular position with the County determines eligibility for annual leave accruals, sick leave accruals, and longevity. Continuous service begins on the first day of employment or rehire into a regular position, whichever is later, and may be adjusted as indicated below.

### **SECTION A CONTINUOUS SERVICE RETAINED**

Continuous Service Shall be Retained under the Following Situations:

1. Periods of paid authorized leave or, paid or unpaid protected leave of absence.
2. Transfers, demotions, and promotions with no break in service.
3. Military Leave paid or unpaid in accordance with state and federal laws.
4. Time off while on Time Loss due to an on-the-job injury.

### **SECTION B CONTINUOUS SERVICE LOST**

Continuous Service is Lost OR Ended under the Following Situations:

1. Resignation.
2. Termination.
3. Retirement.

### **SECTION C ADJUSTMENT TO CONTINUOUS SERVICE DATE**

Continuous Service Date is Adjusted Based on Unpaid Calendar Days for the Following:

1. Unpaid leave of over thirty (30) calendar days
2. Separation and re-employment within twelve (12) months.
3. Layoffs and rehire within twelve (12) months.