

Ingersoll Support Services Inc.

Policy: Length of Service

Policy # HR 9

Section: Human Resources

Approved by the Board of Directors: *March 19 2009*

Procedure Revision: *May 2012*

Review Date: September 26 2017

Ministry requirement – no

“Length of Service” is the accumulated number of hours worked for Ingersoll Support Services to the present. Length of service is used to determine a defined number of rights or benefits.

Procedure:

1. The administrative support employees will maintain a list indicating the length of service for all employees.
2. Length of service will be used specifically to determine the following rights or benefits:
 - Vacation schedules
 - Layoff and displacement
3. Length of service will not be affected when on an approved leave, as defined by Policy HR 15.
4. Unless they are on an approved leave, if an employee does not work, their standing will be maintained for 3 months at which time length of service will terminate.
5. Length of service will continue to accumulate in the event that an employee moves from one position to another within the agency.
6. Length of service terminates when the employee is terminated from payroll. Employees who are re-hired will begin to accumulate work hours for a new length of service.