

BREAK IN SERVICE FOR CLASSIFIED EMPLOYEES

1. Probationary Employee
 - a. A probationary employee is deemed to have a break in service if the employee is absent without pay in excess of five work days.
 - b. The period of the break in service, including all days in non-pay status, does not apply to (1) the attainment of permanent status, and (2) the increased vacation entitlement of three and four weeks annually.

2. Permanent Employee
 - a. A permanent employee is deemed to have a break in service if the employee is in non-pay status in excess of sixty work days for any one leave for personal reasons or laid off.
 - b. The period of the break in service, including all days in non-pay status, does not apply to service required for salary increments.
 - c. The break in service, however, does not alter eligibility for increased vacation or the benefits which may accrue on a length of service basis.