



## Rehire Policy

### **THIS POLICY**

Policy Number: 209

Effective Date: 11/01/2002

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### **REVISED POLICY**

Effective Date: 09/03/2002

#### **Policy:**

It is the policy of Wesley Woods Senior Living, Inc., to rehire employees that left the company in good standing and it is to the advantage of the company to do so.

#### **Guidelines:**

1. Employees are eligible for rehire by Wesley Woods Senior Living, Inc. if the ***employee performance was satisfactory (not rated Insufficient in Performance Advantage or placed on a Performance Improvement Plan)*** or better at the time of their resignation or separation.
2. Employees that are rehired by Wesley Woods Senior Living, Inc. within one year from their separation are eligible to ***accrue Comprehensive Leave and Extended Illness leave at a rate that is based on an adjustment*** in the rehire date that take into account the break-in-service.  
Example: A former employee is rehired whose original hire date was July 1, 1995 and a termination date of June 30, 1996. An adjusted rehire date of June 30, 1996 will be used for the purposes of ***accruing Comprehensive Leave and Extended Illness Leave only.***
3. Employees that are rehired by Wesley Woods Senior Living, Inc. after being separated from the company longer than one year ***will earn Comprehensive Leave and Extended Illness Leave at the same rate as new employees.*** Such accruals will be based on their new rehire date.

Approved By: Kenneth Weber, President/CEO, Wesley Woods Inc.

Margaret Bloomquist, Associate Administrator, Wesley Woods Human Resources

Last Date Reviewed: 11/02/02 Last Revised: 03/01/2007 Adair Maller, Director Human Resources

