

## **Anniversary Date**

The first day of regular employment with Detroit Mercy shall be the employee's date of hire and shall become the employee's anniversary date. An employee's anniversary date will remain the same unless he or she has a leave of absence from work for more than 120 calendar days.

Employees who terminate, and are rehired at a later date, will start their employment over with a new hire and anniversary date. An employee's years of service is based on the anniversary date or adjusted anniversary date. If an employee desires an adjusted anniversary date, a written request from the employee is required and must be submitted to the Human Resources and Payroll department for approval by the Associate Vice President for Human Resources.

Some benefits and procedures are determined by an employee's anniversary date. These include, but are not limited to, the following:

1. Performance evaluations;
2. Wage and salary reviews;
3. Earning and use of vacation days;
4. Accrual of sick leave benefits.