

**HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES**

Chapter 4	General Personnel Policies	Effective:	November 2000
Section 4.5	Employment Administration	Revised:	December 2001
<b>Policy 4.5.3</b>	<b>Continuous Employment</b>	Responsibility:	Vice President for Human Resources

## **CONTINUOUS EMPLOYMENT**

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### **Policy**

The following conditions do not constitute a break in an individual's continuity of employment:

1. Termination followed, without loss of payroll time, by immediate reappointment.
2. Termination to enter military service followed by reappointment within ninety (90) days after honorable discharge or release from the military.
3. Transfer of an employee, without loss of payroll time, within The University of Texas System or from another state agency or institution.
4. Leave without pay.

The following conditions constitute a break in an individual's continuity of service:

1. Termination followed by a loss of payroll time before reappointment.
2. Termination to enter military service and failure to be reinstated within ninety (90) days of honorable discharge or release from the military service.
3. Failure to be re-appointed in succeeding years to a position on the Health Science Center payroll.
4. Transfer of an employee between component institutions of The University of Texas System or other state agencies and institutions with a loss of payroll time between resignation and reappointment.

### **Applicability**

This policy applies to all faculty, administrative and professional (A&P), and classified employees of the Health Science Center.

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