



## HUMAN RESOURCES POLICY MANUAL

Topic: **EMPLOYEE SERVICE AWARD DATES**

Policy #: **124.00**

Version: **2.0**

Effective Date: **11/01/08**

### **Purpose:**

The purpose of this policy is to provide information and guidance regarding employee service award dates.

### **Policy:**

Service award date is defined as the initial date of employment with The University of Alabama unless there has been a break in service. If there has been a break in service, the service award date is the date of hire for the most recent period of continuous service.

**Note:** Service award dates for the University are not to be confused with any other date determining benefit eligibility including the retirement service date calculated and maintained by the Teachers' Retirement System.