



Bridge of Service Request Form

INSTRUCTIONS: Please complete this form and sign. This form must be submitted to the Shared Services Leave Administrator. You can scan and email the completed form to Sarah.Childs@du.edu, fax it to 303-871-3656, or mail it attention to SSC- Aspen Hall, south wing. Questions? Please call 303-871-3501.

Continuity of Service Policy

If a person is rehired within 30 calendar days of separation, there will be no break in continuous service. Employee will be eligible for tuition waiver benefits. Sick leave accrual will be restored. Employee will be allowed to accrue vacation at the same accrual rate prior to separation.

If a person is rehired within one year of separation, service dates will be bridged, and there will be no break in continuous service. Employee will be eligible for tuition waiver benefits. Sick leave will not be restored. Employee will be allowed to accrue vacation at the same accrual rate prior to separation.

A person rehired with a break in service will be considered a newly hired employee. After the fifth year of reemployment, the previous service may be added to current continuous service for determination of future benefits.

NAME: _____ DU ID: _____

DEPARTMENT: _____ PHONE NUMBER: _____

CURRENT HIRE DATE: _____ DATES PREVIOUSLY EMPLOYED: _____

By signing and completing this form, I am requesting the Shared Services Center to verify my eligibility, and if eligible, bridge my prior years of service.

EMPLOYEE SIGNATURE _____ DATE: _____