



## Policy Directory

Responsible Division: Finance and Administrative Services  
Responsible Office: Human Resources  
Issue/Revision Date: 12/01/2017

## **Leave Guidelines**

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### Policy:

It shall be the responsibility of the department head to inform those working under them of policies on personal (vacation) and major medical (sick) leave, to submit proper leave records to Payroll, and to administer policies in accordance with the provisions stated below.

A former employee seeking rehire with Alcorn State University is required to show previous employment with the University on the application. Former employees whose separations were under satisfactory circumstances may be rehired in the same type of work, or in another type of work for which they are qualified, contingent upon availability and suitability. However, at the time employment is terminated, the employee forfeits previously accrued sick leave balances, length of service, vacation privileges, and other benefits that may have been based on length of continuous service with the University. Such individuals will, upon rehire, be considered new hires for benefit purposes.

Leave accruals begin at the beginning of the second full month of employment.