Policy 4.10
Employment Status

Responsible Official: VP for Human Resources
Administering Division/Department: Recruiting
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Overview

All staff employees will be designated as being in either a regular full-time, regular part-time, temporary full-time or temporary part-time status.

Policy Details

**STAFF DESIGNATIONS**

Temporary - Employment of a specified limited duration not to exceed a period of nine consecutive months in a temporary part-time capacity or 12 consecutive months in a temporary full-time capacity.

Regular Full-Time - A regular work schedule of 40 hours per work week or 80 hours per bi-weekly pay period.

Regular Part-Time - A regular work schedule of less than 40 hours per work week or less than 80 hours per bi-weekly pay period.

Definitions

The following terms are related to employment status and are used elsewhere in this manual:

Active Employment - An employee is at work or on leave with pay.

Inactive Employment - An employee is on leave of absence without pay.

Re-employment - The employment of a previous Emory employee.

Break in Service - The period of time between an employee’s date of separation and the employee’s date of re-employment.

Full-time 36 hours per week - Leave accruals and retirement benefits will be based on hours worked. Life insurance and educational benefits will be based on a full-time status.

Related Links
Revision History

No previous versions of this policy were found.

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