Form HR33100

REQUEST FOR REINSTATEMENT OR CREDIT FOR PRIOR YEARS OF SERVICE

MICHIGAN MEDICINE, DEARBORN AND FLINT FACULTY AND STAFF

ANN ARBOR FACULTY AND STAFF SUBMIT REQUESTS ELECTRONICALLY myumi.ch/uhr-AA

UNIVERSITY OF MICHIGAN

Do NOT Email

The use of this form will initiate a review of a regular faculty or staff member's University of Michigan work history to determine eligibility for reinstatement of an original date of hire or to receive credit for prior years of service. Reference SPG 201.49 for more information.

Last Name:	First Name:	Middle Name:

Today's Date:	UMID:	Email Address:	Department:

NOTES:

1. The email address is used to communicate the results of the review.
2. Your department is sent a copy of the review results.
3. Faculty or staff member may elect Reinstatement or Credit for Prior Years of Service only once.
4. If you have multiple terminations and rehires, only the most recent occurrence is used to determine your eligibility.
5. Your case must meet all of the criteria listed to be eligible.
6. Please refer to SPG 201.83 for information on eligibility to retire and associated benefits.

Approximate Employment Dates

Original Date of Hire:	Termination Date:	Current Date of Hire:

Please indicate which policy you believe applies to your case:

☐ **REINSTATEMENT:**
A faculty or staff member who terminated employment with the University and is subsequently rehired may be reinstated provided the individual:

1. Had a minimum of one year of continuous service as a regular employee and was recommended for rehire prior to leaving the University.
2. Returned to work within one year from the date of termination; and
3. Remains re-employed with the University for at least three continuous years.

☐ **REINSTATEMENT *(FOR NURSES ONLY):***
A nurse who terminated employment with the University and is subsequently rehired may be reinstated provided the individual:

1. Had a minimum of two or more years of continuous service as a regular employee and was recommended for rehire prior to leaving the University.
2. Returned to work within one year from the date of termination; and
3. Remains re-employed with the University for at least two continuous years.

☐ **CREDIT FOR PRIOR YEARS OF SERVICE:**
A faculty or staff member with a break in service of more than one year may request credit for prior service (credit) for previous employment with the University provided that:

1. The faculty or staff member had a minimum of one year of continuous previous service as a regular faculty or staff member.
2. The break in service is greater than one year.
3. The length of the break was less than the length of service prior to termination.
4. The faculty or staff member has completed 10 years of current continuous University service. Credit for prior service will be used in determining eligibility for retirement and service awards only. Crediting of prior service will have no effect on any other University benefits.

COMMENTS:

Signature of Faculty or Staff Member:	Date:

Sign and date this form and submit to the appropriate Human Resources Department listed below.

U-M Dearborn Human Resources
1020 Administration Building
4901 Evergreen Road
Dearborn, MI 48128-1491
Phone: 313-593-5190
Fax: 313-593-3568

Michigan Medicine Human Resources
2901 Hubbard Drive, Suite 1100
Ann Arbor, MI 48109-2435
Phone: 734-647-5538
Or submit electronically at
michmed.service-now.com/hr

U-M Flint Human Resources
213 University Pavilion
303 E. Kearsley Street
Flint, MI 48502-1950
Phone: 810-762-3150
Fax: 810-766-6711