

## POLICY 8.21 – Service Recognition

**Policy Category:** Personnel – Select Administrative Group Employees (SAGE)

**Subject:** Service Recognition

**Approving Authority:** Board of Governors

**Responsible Officer:** Associate Vice-President (Human Resources)

**Responsible Office:** Human Resources

**Related Procedures:**

**Related University Policies:** [MAPP 3.5 Service Recognition](#)

**Effective Date:** May 4, 2017

**Supersedes:** September 10, 1999 [*Previously MAPP 8.31 Service Recognition*]

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### I. PURPOSE

This policy explains how Select Administrative Group Employees (SAGE) members accrue service at Western and describes eligibility for Service Recognition at Western.

### II. DEFINITIONS

“Date of Last Hire” means the last day the staff member contracted into an employment relationship with Western. Date of Last Hire shall be reset to the most recent contract start date when there is an interruption of earnings sufficiently long to require the issue of a Record of Employment.

### III. POLICY

- 1.00 SAGE members covered by this policy will be eligible for the benefits provided under Western’s [Policy 3.5 - Service Recognition](#) in the Manual of Administrative Policies and Procedures.
- 2.00 Service shall accrue from the “Date of Last Hire”
- 3.00 Service shall accrue for the first twenty-four (24) months of any absence due to disability, work-related or otherwise, and shall continue to accrue beyond the first twenty-four (24) months of any disability provided the member returns to work, in either a full or partial capacity. Whether or not the employee returns to work, service shall be maintained after twenty-four months of disability.

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4.00 Service shall be broken when:

- i) a member resigns, retires, is terminated for cause (per [Policy 8.6](#)), or is laid-off or terminated without cause (per [Policy 8.8](#));
- ii) a member is absent from work in excess of three (3) consecutive working days without notification or authorization from Western, unless a compelling reason is provided; or
- iii) a member fails to return to work within three (3) consecutive working days following the conclusion of an authorized leave of absence without notification or authorization from Western, unless a compelling reason is provided.

### *Long Term Recognition*

5.00 SAGE members covered by these policies will be eligible for benefits provided for under [MAPP 3.5 Service Recognition](#).