
	ENTITY/HOSPITAL INTEGRIS	NUMBER SYS-HR-282	
	MANUAL System HR Policy	EFFECTIVE DATE 9/76, 4/06 as System	
	SUBJECT Service Bridging	REVISED 8/02, 8/03, 4/06, 3/14	REVIEWED 3/17

1.0 PURPOSE:

To define and ensure consistent practices whereby separate periods of employment are credited to total length of service for determination of employee benefit eligibility. Employee benefits that may be affected by service bridging are Paid Personal Leave (PPL) accrual rate, Extended Illness Accrual Bank (EIAB), Educational Assistance service requirement, and employee service award eligibility.

2.0 ELIGIBILITY:

- 2.1 Bridging of previous INTEGRIS service is determined based on the following eligibility rules:
 - 2.1.1 An employee who terminates employment with INTEGRIS and returns to employment within one month.
 - a. Hire date and PPL service date are maintained as if no change had occurred.
 - 2.1.2 An employee who terminates employment with INTEGRIS and returns to employment within a period that is greater than one month but less than 12 months:
 - a. Previous INTEGRIS service is restored upon rehire. Credit for previous service is used in determining PPL accrual rate. Previously accrued, unused EIAB hours are restored to employee.
 - 2.1.3 An employee who terminates employment with INTEGRIS and returns to employment within a period that is greater than 12 months but less than 5 years:
 - a. Previous INTEGRIS service is restored after the employee has been back for 12 months. Credit for previous service is included in determining PPL accrual rate. Previously accrued, unused EIAB hours are not restored.
 - 2.1.4 An employee who terminates employment with INTEGRIS and returns to employment after 5 years:
 - a. No credit is provided for prior service. PPL accrual rate and EIAB hours are not restored.
- 2.2 Years of Service for determining the Integris Contribution rate and Vesting service for company contributions to the Retirement Plan and Retirement Savings Plan are governed by the plan documents for those plans.

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3.0 PROCEDURE:

- 3.1 Human Resources department will automatically restore previous PPL accrual dates and EIAB balances in accordance with eligibility provisions.
- 3.2 Human Resources department will notify eligible employees of their eligibility for bridging benefits. Documentation of the adjustments will be added to the employee's file.

4.0 SCOPE:

This policy applies to all organizations and personnel within INTEGRIS.