

**The Lutheran University Association, Inc.
d/b/a Valparaiso University**

BRIDGING OF SERVICE POLICY

I. Purpose

Valparaiso University appreciates long and loyal service to the University by its employees and wishes to reward this service with this bridging policy.

II. Policy

This policy applies to any hourly or salaried employee who, after three (3) years or more of service, separates from the University while in good standing and is re-hired by the University within four (4) years of the previous separation. The University reserves the right to change the application of this policy on a case-by-case or benefit-by-benefit basis.

If an employee meets the above criteria, his/her gap in service will be bridged for non-compensation type benefits that enhance or trigger with the passage of time of employment, but the gap in service will not be counted as time worked for the University. For these benefits, the qualified employee will be given credit for time previously worked. Examples of these benefits include Vacation Leave, Tuition Remission, and the Salary Continuance Leave Plan and Disability Benefits (salaried only). These benefits do not include benefits that were accumulated or banked but not paid out to the employee upon the employee's previous termination.

Former qualified employees are responsible for identifying themselves as having prior service to the University during the re-hiring process.

This policy does not apply retroactively and will be implemented going forward as of July 1, 2013.