ATTENTION: THIS POLICY IS NO LONGER IN EFFECT.
Human Resources has begun applying a new definition of credited service that has replaced Human Resources Policy 6.8.1, Credited Service.
Visit https://hr.cornell.edu/hr-policies/nonacademic-staff/definitions for more information.

Credited Service

For: Nonacademic Staff

Subject: Employment Practices
Number: 6.8.1
Issued: 3/1/82
Revised: 03/05/03

Contact: Department of Workforce Policy and Labor Relations
607.255.4652
equalopportunity@cornell.edu
www.hr.cornell.edu

Purpose

Credited service is used to determine:

- eligibility for differential accrual rates for vacation (refer to Policy 6.9 Time Away From Work section: Vacation)
- calculation of service recognized for service awards

NOTE: The service requirements for all other benefit plans, are defined by the individual plan documents.

Definition

The term Credited Service refers to the length of employment at the University recognized for certain benefits.

Person hired prior to July 1, 1976: Credited service prior to July 1, 1976 includes total length of service less any periods of unpaid leave.

Person hired after July 1, 1976: Credited service after July 1, 1976 includes total number of years (July 1 through June 30) in which the staff member was paid for 1,000 or more hours.
For staff who have a break-in-service with the University subsequent to July 1, 1976, the break-in-service policy (413) will be applied and prior service will be reinstated.

**Change of Status**

When staff have a change in status without a break-in-service, from temporary employment to regular employment, the date of employment of the temporary position will be used as the basis for the credited service.

**Military Service**

Absences resulting from leaves for military service will not be considered a break-in-service to the University and will count toward credited service.

**NOTE:**
For Cornell University policy information, visit the [University Policy Office](#).