



## Reemployment vs. Reinstatement

This document provides information about reemployments and reinstatements as well as support Human Resource Associates in determining when to use each type in Workday.

Both Reemployments and Reinstatements must have an approved [Special Pay/Appointment Action form](#) (M40) in order to be hired above the minimum of the pay grade. See [Reinstatement Job Aid](#) for the required process in Workday.

The Employee will receive a new Hire Date based on the date of reinstatement or reemployment.

If the Employee was laid off or separated due to an on-the-job injury or illness, and is reemployed by any State agency within two years following the date of layoff or medical release, the Employee's unused accrued sick leave will be restored.

Refer to the **Step Incr - Vac Ann Date** tab in the [Pre-Audit Calculator](#) to determine the Employee's adjusted Continuous Service Date.

Please review the following **Administrative Rules** for more information:

- [53.5\(1\)](#) Individual advanced appointment rate
- [57.5\(8A\)](#) Reinstatement
- [63.3\(10\)](#) Sick leave

Use the chart on the following page to determine if the Employee should be reemployed or reinstated.



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	<b>Reemployment</b>	<b>Reinstatement</b>
<b>Eligibility</b>	Any former State Employee can be reemployed. It does not matter whether the Employee previously had probationary or permanent status, or was temporary, part-time, or full-time.	Only a former permanent executive branch State Employee (who terminated for other than just cause and did not retire) can be reinstated. It is up to the hiring authority to decide whether they want to reemploy or reinstate an Employee who meets these criteria.
<b>Hiring</b>	If hired into a merit-covered position, the Employee must be hired from the list of qualified applicants referred by DAS-HRE to the hiring agency in NEOGOV.	For a merit covered position, reinstatement shall not require appointment from a list of qualified applicants, but the position must clear recall before the Employee is hired.
<b>Employee Status</b>	An Employee hired into a merit-covered position should have had a permanent status when they previously worked for the State.	The hiring authority can decide whether the Employee will serve a 6-month probationary period, or will be reinstated with permanent status.
<b>The Continuous Service Date</b>	The Continuous Service Date (previously known as the Vacation Anniversary Date) should be set to the Employee's new date of reemployment.	The Employee will accrue vacation at the same rate as when they separated from State employment. The Continuous Service Date will be restored, but adjusted for the length of time separated from State employment.