

Employee Rehire Policy

Purpose

This policy sets out the guidelines for rehiring former employees who left [Name of the Company](#) on good terms. We value the experience that returning team members bring.

Eligibility

A former employee can be rehired if they:

- Resigned voluntarily with proper notice, or were laid off because of restructuring
- Performed satisfactorily during their previous time with the company
- Have been away from the company for at least [3](#) months

Ineligibility

A former employee is not eligible for rehire if they:

- Were terminated for misconduct, policy violation or fraud
- Left without notice (job abandonment)
- Failed their initial probation period

Seniority & Benefits

- Break of less than [12](#) months: previous years of service may count toward seniority and specific benefits.
- Break of more than [12](#) months: the employee is treated as a new hire, and seniority, leave and benefits reset to zero.

Process

- Check: HR reviews the employee's past file, including the exit interview and performance record.
- Interview: the candidate goes through the standard interview process for the new role.
- Offer: compensation is based on the current role's budget, not the previous salary.