

Service Definition and Calculation

- Service means the cumulative employment of an employee (providing service is not broken) and is portable between all parts of the NASA Agreement.
- Leave without pay and time on continuous layoff (provided the duration is more than one month) will not be considered as service.
- For Regular and Auxiliary salaried employees, leave with pay, time on LTD, WCB leave, maternity and/or parental leaves and/or union leaves will be considered as service.

Employee Type	How Service is Recognized	Service Factors
Casual 1 FT Student	The hours are recognized for service only if the employee is no longer a full-time student and continues to work without a 4-month break, works beyond four cumulative years as a student, or is appointed to a Regular or Auxiliary salaried position without any break.	
Casual level 1 Casual level 2 Auxiliary Hourly	Bucket of hours	Hours Worked <ul style="list-style-type: none"> • Includes regular hours <i>worked</i> (not including the premium paid) and sick leave • Does not include vacation or paid holidays
Regular Auxiliary Salaried	Service is established on the date of hire into a salaried position, adjusted by the following calculation for employees with current University service elsewhere:	
	Type of Service	Calculation
	Casual or Auxiliary Hourly (transfers within 4 months)	Bucket hours / 142 = service months less overtime hours
	ISS (transfers within 3 months)	ISS service hours / 152= service months
	Excluded Employees (transfers within 4 months)	Service months
	AASUA positions with service (transfers directly)	Service months

Break in Service

Regular Auxiliary Casual	<ul style="list-style-type: none"> • Resigns all employment with U of A • Is dismissed for just cause • Is terminated on probation • Retirement • Has a break in employment of more than 4 months (unless on recall)
Regular Only	<ul style="list-style-type: none"> • Does not return to work within 10 days of receiving a recall notice • Is laid off for more than 24 months
Supplemental Trades ISS	<ul style="list-style-type: none"> • Has a break in employment of more than 4 months (3 months ISS employees)

The following employee groups have special service provisions. Please refer to your NASA Agreement for further details.

- ISS employees
- Supplemental Trades Persons
- Apprentice