



**I. 4.5.3 Continuous Employment**

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| Chapter 4 - General Personnel   | Original Effective Date: November 2000 |
| Section: 4.5 Employment Administration                                      | Date Last Reviewed: December 2024      |
| Responsible Entity: Senior Vice President and Chief Human Resources Officer | Date Last Revised: December 2024       |

**II. Purpose**

To define the conditions of continuous employment at UT Health San Antonio.

**III. Scope**

This policy applies to all faculty, administrative and professional (A&P), and classified employees of UT Health San Antonio.

**IV. Policy**

**A. Continuous Employment**

The following conditions do not constitute a break in an individual's continuity of employment:

1. Termination followed, without loss of payroll time, by immediate reappointment.
2. Termination to enter military service and leaves covered by the Uniformed Services Employment and Reemployment Rights Act (USERRA) followed by reappointment within ninety (90) days after honorable discharge or release from the military.
3. Transfer of an employee, without loss of payroll time, within The University of Texas System or from another state agency or institution.
4. Leave without pay for a limited period of time.

**B. Break in Service**

The following conditions will result in a break in an individual's continuity of service:

1. Termination followed by a loss of payroll time before reappointment.
2. Termination to enter military service and failure to be reinstated within ninety (90) days of honorable discharge or release from the military service.

### 4.5.3 Continuous Employment

3. Failure to be re-appointed in succeeding years to a position on UT Health San Antonio payroll.
4. Transfer of an employee between component institutions of The University of Texas System or other state agencies and institutions with a loss of payroll time between resignation and reappointment

### V. Definitions

*There are no defined terms used in this policy.*

### VI. Related References

[IHOP 4.5.1 Beginning and Ending Dates for Appointments](#)

[IHOP 4.7.2 Uniformed Services Employment and Re-employment Rights](#)

### VII. Review and Approval History

The approving authority of this policy is the University Executive Committee.

| Effective Date | Action Taken                        | Approved By | Effective Date |
|----------------|-------------------------------------|-------------|----------------|
| 11/2000        | Policy Origination                  |             |                |
| 12/2001        | Policy Revision                     |             |                |
| 12/2024        | Policy Revision/Discretionary Edits |             |                |