

Tender Care Medical Services, Inc.

POLICY & PROCEDURES

Title: Recall/Rehire

Original Issue Date: 10/01/2025

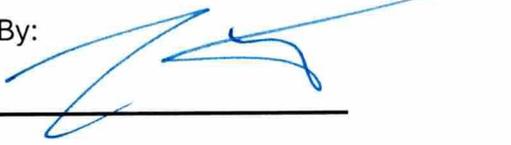
Number: HR-A.6

Page: 1 of 2

Review Date:

Revision Date:

Originating Department: Human Resources

Approved By: 

Purpose:

To ensure consistency in the rehire or recall of any former employee.

Policy:

When a vacancy exists, the Company will consider recalling or rehiring any qualified employee interested in the position who is separated for reasons other than for cause, leaving without giving notice or failure to meet satisfactory performance standards.

If Recalled Within 90 days:

An employee recalled or rehired after a separation of 90 days or less:

Will have his/her seniority date restored.

If the employee is rehired within the first 30 days after separation, they will have their previous benefit elections restored on the first days of the month after re-employment.

If the employee is rehired within 31-90 days after separation, it will be required to re-enroll with benefits elections restored on the first day of the month after re-employment.

May begin or resume participation in the 401(k) plan as of the next permitted enrollment date, if eligible; and

Will have accrual PTO rate as applicable, as of his/her separation date restored.

Tender Care Medical Services, Inc.

If Recalled After 90 Days:

An employee recalled or rehired after a separation of more than 90 days will be treated as a newly hired employee. New pre-employment tests and benefit waiting periods will apply. Such employees must also demonstrate skills competencies as required by their position prior to resuming their duties and should attend re-orientation sessions. If less than 12 months have elapsed since such rehired or recalled employees attended orientation, the employees should attend re-orientation within the same timetable as would have applied if their employment had not ended. All other benefits (except 401(k) will require the appropriate waiting periods.