



**Faculty and Professional/Administrative Staff-** Service *does not include* paid work while a student otherwise not employed by YSU, or service as a part time *P/A* staff member, limited service faculty member or an independent contractor. Service *does include* full time service on a temporary/terminal basis, and time spent on approved leave (including leave without pay), when the individual returned to regular duty following the leave. Service need not be continuous. A full year of service is a contract year, i.e., 9 months for faculty, 12 months for Professional/Administrative Staff.

**Classified Staff** Full time and permanent part time service counts. Service *does not include* paid work while a student otherwise not employed by YSU, intermittent service, service on a temporary appointment, or service as a part time *P/A* staff member, a limited service faculty member, or an independent contractor. Service *does include* time spent on approved leave (including leave without pay), when the individual returned to regular duty following the leave. Service need not be continuous. A full year of service is 12 months, typically the fiscal year.