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## Former Employee Rehire Policy And Recall Letter Template

This **Employee rehire policy template** and **Recall Letter template** are ready to be tailored to your company's needs and should be considered a starting point for setting up your employment policies.

### Rehire Policy Brief & Purpose

Our **employee rehire policy** defines rules for rehiring former employees. Sometimes, we may find it more beneficial and cost-effective to hire employees we trust who left our company for various reasons. This policy will outline circumstances under which former employees might be rehired and any relevant guidelines.

### Scope

This policy applies to former employees who were furloughed or left our company on a permanent basis.

This policy doesn't refer to any employee who's on medical, parental or other type of long-term leave.

### Policy Elements

This policy will not prohibit any former employee from applying to a position. But, it'll outline in which cases it can consider this employee for rehire.

To be considered for rehire, former employees should have left the company for one of the following reasons:

- Voluntary resignation
- Company Lay-offs or furloughs
- Expired contract

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- Termination for violation of company policies
- Termination for reasons other than illegal or unethical behavior

These employees can apply to a position with the company after a minimum period of [4] months. This excludes employees whose contracts expired. They can ask for a contract renewal immediately and we may consider them.

### **What employees are ineligible for rehire?**

Employees who were terminated for cause or abandoned their job are not eligible for rehiring. If there are good reasons why those employees should be rehired, senior management should first approve the decision. 'Good' reasons include but are not limited to:

- Court decisions that oblige our company to rehire an employee.
- Reliable proof that employees' conduct will no longer be problematic. In this case, our company doesn't guarantee rehiring but may consider it.

There are two extra eligibility criteria for rehire. Former employees should have:

- Completed their probationary period when hired.
- Performed adequately while employed by our company.

Employees who accepted a job offer but didn't show up on their first day won't be considered for rehire for a period of [6] months. This doesn't apply if they had serious reasons for not showing up (e.g. medical emergencies).

If our company decides to consider retired employees for rehire, we will check and comply with relevant legal regulations.

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## Employee Status and Benefits

Employees who were working for our company for less than [12] months will be considered 'new hires' if rehired. New hires are usually expected to undergo hiring and onboarding procedures, partly or entirely.

By contrast, employees who were with the company for longer than [12] months might not have to go through the same procedures as new hires. Their service can be recognized for seniority and specific benefits plans such as stock option and sick leave accrual. Benefit plans remain at our company's discretion.

For employees to be eligible for those benefits, there's one condition: they should not have been absent for a period that exceeds their time of employment with our company. For example, if an employee worked for our company for three years but was absent for four years, they will be considered 'new hires.' If, however, they were absent for only two years, they'll be eligible for benefits.

At any case, employees who were absent for more than five years are considered 'new hires.'

## Fair Decisions

Our company is committed to equal opportunity practices. When hiring, we won't discriminate according to any protected characteristics.

However, we may give precedence to former employees who apply for positions compared with other candidates. This precedence is reasonable because former employees know our company better than new external candidates. Among former employees who are considered for rehire, they'll be no discrimination or unfair disqualification.

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## Procedure

When an employee applies for a position or contacts our company about rehiring, the following procedure should be followed:

1. HR department reviews personnel records to decide whether the employee is eligible for rehire.
2. If they are eligible, hiring managers decide whether the employee is qualified for a position. If they are not eligible, HR department should inform them.
3. If they are qualified, hiring managers contact the former employee and make necessary arrangements. These arrangements include (but are not limited to) an interview, a pre-screening test or a direct job offer. If they aren't qualified, hiring managers should inform them. Eligible former employees may still apply for a different position

At any moment, our company may choose to contact former employees proactively. Their eligibility should be established beforehand.

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## Recall Letter Template

### What a Furlough Recall Letter Should Include

Returning employees are likely to have a lot of questions. As well as stating all the necessary facts, take this opportunity to reassure them about what's changed (and what hasn't) when it comes to their place in the organization, their salary and benefits packages, and how you will be ensuring workplace safety.

#### 1. An Employment Offer

Here is the most important thing for employers to know—this is an offer letter, not just a set of instructions. Employees may have found alternative employment while furloughed or simply not wish to return to work at this time. So, employees should be given a choice whether to accept the offer to return or reject it and have their employment terminated.

#### 2. Return To Work Date

Don't forget to include the exact date when an employee is invited to return to work.

#### 3. Terms of Employment

This letter will now supersede any previous terms of employment, so it's important to get all the important details right:

- Position
- Supervisor
- Responsibilities / Job Description
- Salary
- Hours
- Exempt/Non-Exempt Status

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#### **4. What's Changed—And What Hasn't**

For full transparency, lay out whether any of an employee's terms of employment have changed. Even if there are only small changes, not disclosing them clearly will only lead to resentment. If salaries or hours have been reduced across the board, be clear about this.

#### **5. Benefits Status**

Employees will naturally want to know how the recall from furlough affects their company seniority, benefits, and any accrued PTO and sick leave.

#### **6. New Safety Procedures**

The furlough is over, but the crisis isn't. Employees should still work from home if they can. And if it is not possible in your industry, it's an employer's responsibility to create a safe work environment and work to promote social distancing. Your letter is a change to lay out what your business will be doing to keep the workplace safe. Possible measures include:

- Scheduled handwashing
- Regular disinfection of surfaces
- Enforced social distancing
- Reduced customer capacity
- Staggered Shifts
- Any industry-specific requirements

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## 7. Reassurance

This is a time of high anxiety and you can't be expected to predict every question a returning employee may have. Offer employees to chance to reach out privately with any questions and concerns.

### Get Customizable Furlough Recall Letter Template

In the rush to get back in business, you cannot afford to risk miscommunication or compliance headaches. To help small business, critical Missions has created a sample Furlough Recall Letter to send to your employees.

Request Yours By Emailing "Recall Letter" to [info@criticalmissionconsulting.com](mailto:info@criticalmissionconsulting.com)

Or Visit Our Website

[www.criticalmissionconsulting.com](http://www.criticalmissionconsulting.com)

**Disclaimer:** This policy template and furlough recall letter template are meant to provide general guidelines and should be used as a reference. It may not consider all relevant local, state, or federal laws and is not a legal document. Neither the author nor Critical Mission Consulting will assume any legal liability that may arise from the use of this policy. This document is intended for informational purposes only and does not constitute legal information or advice. This information and all Critical Mission Consulting, LLC materials are provided in consultation with federal and state statutes and do not encompass other regulations that may exist, such as local ordinances. Transmission of documents or information through the Critical Mission Consulting, LLC does not create an attorney-client relationship. If you are seeking legal advice, you are encouraged to consult an attorney.

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