



REQUEST FOR VERIFICATION OF PRIOR SERVICE CREDIT

Date of Request: _____

To: _____

Vacation service credit is used for determining vacation accrual rate and time towards service awards for career staff employees. Vacation service credit is the sum of all months of qualifying service. A month of qualifying service is a month on pay status at 50% time or more. Current employees of the University of California, Santa Cruz who are seeking verification of previous employment within the UC system do not need to take any action- this information will transfer from your previous employment record. For those that worked for a government agency outside of the UC System, please use this link <https://www.ca.gov/agencysearch/> to confirm eligibility. Once you have confirmed that the agency is eligible, you will need to contact your previous employer to have them provide the information needed to have that service credit transferred to your current employment record. NOTE: Delays in submitting the form below may affect your ability to accrue additional vacation hours.

EMPLOYEE NAME: _____

EMPLOYEE ID: _____ BIRTH DATE: _____

SERVICE VERIFICATION - to be completed by previous employer

EMPLOYMENT DATE: _____ SEPARATION DATE: _____

NATURE OF APPOINTMENT: [] FULL TIME [] PART TIME _____ % (note percentage)
[] STAFF [] FACULTY [] STUDENT EMPLOYEE

TOTAL SERVICE AT 50% TIME OR MORE: _____ YEARS _____ MONTHS
(at time of separation and excluding any unpaid leaves of absence) [Please complete this section even if you have included back up documentation]

Completed by (print or type name & title): _____

Telephone Number: _____ (We may wish to contact you with further questions or to verify the information we have received.)

Signature of completing official _____ Date _____

Please return this form to: BAPPRS, UCSC Staff Human Resources Office SVC-Scotts Valley Center, 1156 High Street, Santa Cruz, CA 95064. If you have any questions e-mail service-credit-help@ucsc.edu or fax (831) 480-5882.