

REQUEST FOR CREDITING OF PREVIOUS WASHINGTON STATE EMPLOYMENT

For instructions on completing this form in MS Word see: <http://www.washington.edu/admin/hr/forms/instructions.html>

Distribution: Forward to the completed form to the HR Operations office that serves your unit. For HR Operations office addresses, see last page. Human Resources uses the information on this form to:

- Establish the annual (vacation) leave and sick leave balances and the annual leave accrual rate for an employee who moves to UW employment from another Washington state public institution of higher education, or a Washington state agency.
- Establish the sick leave balance for an employee who moves to UW employment from a Washington State educational service district.
- Establish the annual leave accrual rate for a former UW, Washington state agency or Washington public higher education employee when the employee completes 48 months of qualifying prior and current state service
- Reinstate the sick leave balance for a former UW, Washington state public institution of higher education, or Washington state agency employee who is reemployed within three (3) years of separation into UW employment a professional staff, contract classified staff, or Librarian position or who is rehired within five (5) years of separation into a classified non union (bargaining unit) position.

SECTION I – COMPLETED BY EMPLOYEE			
Employee Last Name:	First Name:	Middle:	UW ID Number: - -
Department:	Phone: - -	Mailbox:	Email:
Date of Rehire: / /		Date Submitted: / /	
List all of your previous employment with the UW, other Washington state public institutions of higher education, Washington state agencies, or Washington state public educational service districts			
Name at Time of Employment	Name of UW department, school, agency or school district	Dates of Employment (MM/DD/YYYY - TO - MM/DD/YYYY)	
		/ / to / /	
		/ / to / /	
		/ / to / /	
		/ / to / /	

SECTION II – COMPLETED BY HUMAN RESOURCES
FORMER SERVICE - ANNUAL LEAVE ACCRUAL RATE ADJUSTMENT
<p>Annual Leave Accrual Rate Adjustment – Eligible for Crediting</p> <p>We have verified your eligible employment and are crediting you with _____ months of qualifying service. Please add these months of service to your current UW service of _____ month(s) for a total of _____ months of service and an annual leave accrual rate of _____ hours per month as of _____. Your new vacation accrual month is _____.</p>
<p>Annual Leave Accrual Rate Adjustment - Ineligible for Crediting – Insufficient State Service</p> <p>You do not have a total of 48 months or qualifying service. You cannot receive credit for previous state service until you have 48 month of total qualifying State service. Please resubmit your crediting request on _____ when you will have completed a total of 48 months of State service.</p> <p>Your current vacation accrual month is _____ and your vacation accrual rate is _____ hours per month as of _____. Your next vacation accrual month is _____, the beginning of your second year of continuous State service.</p>
<p>Annual Leave Accrual Rate Adjustment - Ineligible for Crediting – Non Qualifying Service</p> <p>You cannot receive credit for previous state employment because your service was not with a qualifying institution or agency. Your Anniversary Date is _____.</p>
FORMER SERVICE - SICK LEAVE REINSTATEMENT
<p>Sick Leave Reinstatement - Eligible</p> <p>You are eligible to have your previous balance of _____ hours of sick leave reinstated as of _____.</p>
<p>Sick Leave Reinstatement - Ineligible</p> <p>You are not eligible to have your previous sick leave balance reinstated for the following reason(s)</p> <p><input type="checkbox"/> You were not reemployed within three (3) years of your separation (5 years for classified non union employees).</p> <p><input type="checkbox"/> Your sick leave balance was exhausted at the time you left state employment and there is no balance to reinstate.</p> <p><input type="checkbox"/> You cannot reinstate former sick leave balances from a school district.</p>

ANNUAL LEAVE AND/OR SICK LEAVE TRANSFER

Annual Leave and/or Sick Leave Transfer - Eligible

You are eligible to have _____ hours of annual leave and _____ hours sick leave added to your University of Washington leave balances as reported by your previous employer: _____.

Annual Leave and/or Sick Leave Transfer - Ineligible

You are not eligible to have annual leave and/or sick leave hours added to your University of Washington leave balances because

- Your previous employer reported that your leave balances were at 0
- Your previous employment was not with state of Washington higher education institution or state agency, or with a Washington public school district.

Human Resources Signature: _____ Date: _____ Phone: _____

(Print Name) _____

Employee: Forward to the completed form HR Operations office that serves your unit.

HR OPERATIONS OFFICES		
Harborview Medical Center Medical Centers Human Resources 325 Ninth Avenue Seattle, WA 98104-2499 Box 359715 Voice: (206) 744-9220 Fax: (206) 744-9955	UW Medical Center Operations BB150 UWMC Box 356054 1959 NE Pacific Seattle, WA 98195 Voice: (206) 598-6116 Fax: (206) 598-4610	Campus HR Operations UW Tower C-1 Box 359532 4333 Brooklyn Ave NE Seattle, WA 98195-9532 Voice: (206) 543-2354 Fax: (206) 685-0636

Human Resources will research and verify your previous qualifying service and respond to your request as soon as possible. Hourly-paid and student appointments do not qualify for crediting because they are not monthly-paid and do not accrue leave.