

# Completing the Request for Crediting Previous Washington State Employment Form

## Instructions for Completing the Form Electronically

This form is designed to be completed in Microsoft Word using the form completion feature. Use the tab key to move from field to field to enter the requested information. If you need to revise text that you have entered you can use your mouse to position your cursor in the field that you need to change.

The individual preparing the form follows these steps:

1. Save the downloaded form to a location where you can find it, if necessary.
2. If the cursor is not already in the first form field, place it there and enter the requested information.
3. Use the tab key to move to the next form field.
4. Upon completion of each field, use the tab key to move to the next form field until all of the relevant electronic fields have been completed.
5. Save the form to a directory where you can access it.
6. Route or process the form as required.

If you have questions about completing this form, please contact your Human Resources Operations office for assistance. Please report any technical problems accessing or completing this form to [uwhr@u.washington.edu](mailto:uwhr@u.washington.edu).

**Distribution:** Send the completed form to the HR office that serves your department. If you do not know which office that is, contact the administrator for your department.

HR OPERATIONS OFFICES	
<b>Harborview Medical Center Medical Centers Human Resources</b> 325 Ninth Avenue Seattle, WA 98104-2499 UW Box 359715 Voice: (206) 744-9220 Fax: (206) 744-9955	<b>Health Sciences Operations</b> D302 Health Sciences UW Box 357250 Voice: (206) 543-9406 Fax: (206) 685-2845
<b>Upper Campus Operations</b> Bloedel Hall, Lower Level Box 354561 Voice: (206) 543-2354 Fax: (206) 685-0636	<b>UW Medical Center Operations</b> BB150 UWMC Box 356054 Voice: (206) 598-6116 Fax: (206) 598-4610

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.

# REQUEST FOR CREDITING OF PREVIOUS WASHINGTON STATE EMPLOYMENT

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 publication educational service districts			
Name at Time of Employment	Name of UW department, school, agency or school district	Dates of Employment <b>(MM/DD/YY - TO – MM/DD/YY)</b>	

SECTION II – COMPLETED BY HUMAN RESOURCES
<b>FORMER SERVICE - ANNUAL LEAVE ACCRUAL RATE ADJUSTMENT</b>
<p><b>Annual Leave Accrual Rate Adjustment – Eligible for Crediting</b></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><b>Annual Leave Accrual Rate Adjustment - Ineligible for Crediting – Insufficient State Service</b></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. <b>Please resubmit your crediting request on _____</b> 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><b>Annual Leave Accrual Rate Adjustment - Ineligible for Crediting – Non Qualifying Service</b></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>
<b>FORMER SERVICE - SICK LEAVE REINSTATEMENT</b>
<p><b>Sick Leave Reinstatement - Eligible</b></p> <p>You are eligible to have your previous balance of _____ hours of sick leave reinstated as of _____.</p>
<p><b>Sick Leave Reinstatement - Ineligible</b></p> <p>You are <b>not</b> 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) \_\_\_\_\_