University of Washington | Human Resources

**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 the completed form to the HR Operations office that serves your unit. For HR Operations office addresses, see page 3. 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 a professional staff, contract classified, or librarian position.
	+ within five (5) years of separation into a classified non-union position.

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| Section I – completed by employee |
| Employee Last Name: box | First Name:       | Middle:       | UW ID Number:    -   -    |
| Department:       | Phone:    -   -     | Mailbox:       | Email:       |
| Date of Rehire: mm/dd/yyyy | Date Submitted: mm/dd/yyyy |
| 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)** |
|       |       | mm/dd/yyyy to mm/dd/yyyy |
|       |       | mm/dd/yyyy to mm/dd/yyyy |
|       |       | mm/dd/yyyy to mm/dd/yyyy |
|       |       | mm/dd/yyyy to mm/dd/yyyy |
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| section II – completed by human resources |
| **FORMER SERVICE - ANNUAL LEAVE ACCRUAL RATE ADJUSTMENT** |
| **Annual Leave Accrual Rate Adjustment – Eligible for Crediting** |
| 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 \_\_\_\_\_\_\_\_. |
| **Annual Leave Accrual Rate Adjustment - Ineligible for Crediting – Insufficient State Service** |
| 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.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. |
| **Annual Leave Accrual Rate Adjustment - Ineligible for Crediting – Non Qualifying Service** |
| You cannot receive credit for previous state employment because your service was not with a qualifying institution or agency. Your Anniversary Date is \_\_\_\_\_\_\_\_. |
| **FORMER SERVICE - SICK LEAVE REINSTATEMENT** |
| **Sick Leave Reinstatement - Eligible** |
| You are eligible to have your previous balance of \_\_\_\_\_\_\_\_ hours of sick leave reinstated as of \_\_\_\_\_\_\_\_. |
| **Sick Leave Reinstatement - Ineligible** |
| You are **not** eligible to have your previous sick leave balance reinstated for the following reason(s) |
| [ ]  | You were not reemployed within three (3) years of your separation (5 years for classified non union employees). |
| [ ]  | Your sick leave balance was exhausted at the time you left state employment and there is no balance to reinstate. |
| [ ]  | You cannot reinstate former sick leave balances from a school district. |

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| **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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Print Name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_  | Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |

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

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| hr operations offices |
| **Harborview Medical CenterMedical Centers Human Resources**325 Ninth AvenueSeattle, WA  98104-2499Box 359715Voice: (206) 744-9220 Fax: (206) 744-9955 | **UW Medical Center Operations**BB150 UWMCBox 3560541959 NE PacificSeattle, WA 98195Voice: (206) 598-6116 Fax: (206) 598-4610 | **Campus HR Operations** Roosevelt Commons WestBox 3549634300 Roosevelt Ave NESeattle, WA 98195-4963Voice: (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.