The purpose of this form is to determine whether an employee has qualifying prior service at the University of California or State of California for vacation accrual and/or sick leave transfer purposes. See page two for information about qualifying prior service. This form is not used to request reciprocity for retirement purposes. Please see the [Reciprocity Factsheet](http://atyourservice.ucop.edu/forms_pubs/checklists_factsheets/reciprocityfact.pdf) or contact [benefits@ucmerced.edu](mailto:benefits@ucmerced.edu) for information on reciprocity for retirement purposes.

|  |  |  |
| --- | --- | --- |
| **Instructions to Employee:**  Complete Section 1 of this form and forward to the appropriate State of California agency to verify prior employment.   Do not complete Section 2. | **Instructions to Agency Verifying Employment:**  Complete Section 2 of this form and return it directly to UC Merced as indicated to the right. | **Return Completed Form to:**  UC Merced Human Resources  Benefits Office  5200 North Lake Road  Merced, CA 95343  Phone: (209) 228-2363  Fax: (209) 228-8586  Email: [benefits@ucmerced.edu](mailto:benefits@ucmerced.edu) |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Section 1: Employee & Prior Service Information** | | | | | |
| Employee Name: | | Email: | | Telephone: | |
| Prior Names Used: | | Social Security #: | | UC Merced Employee ID #: | |
| Prior Employer: | | Address of Prior Employer: | | Department(s) at Prior Employer: | |
| Title While at Prior Employer: | | Date of Hire at Prior Employer: | | Date of Separation at Prior Employer: | |
| I am currently working at the University of California, Merced and would like to request verification of my previous service with:  University of California  California State University  Other State of California Agency  This verification is required to establish my:  Vacation Leave Accrual Rate  Sick Leave Balance for Transfer  My signature below serves to authorize the release of the information requested to the University of California, Merced.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Employee’s Signature Date | | | | | |
| **Section 2: Employment Service Verification** | | | | | |
| Employment Hire Date: | | | Employment Separation Date: | | |
| Total Years of Qualifying Service:  Total Months of Qualifying Service:  **Note:** One month of **pay status** at 50% time or more is counted as one month of qualifying service (exclude periods of leave without pay). Service need not be continuous to be counted.  If employee is requesting a Sick Leave Transfer, sick leave balance at time of separation: | | | Employer Agency (if different than above): | | |
| Department (if different than above): | | |
| Address (if different than above): | | |
| Completed By: | Title: | | Telephone: | | Email: |
| My signature below certifies that the above employment verification is correct and that I am the person authorized by my agency to verify such employment service.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Authorizing Signature Date | | | | | |

**Qualifying Service Information**

Qualifying service for vacation leave and transferring sick leave is different from reciprocal UCRP/CalPERS service credit. Please see the [UCRP/CalPERS Reciprocity Factsheet](http://atyourservice.ucop.edu/forms_pubs/checklists_factsheets/reciprocityfact.pdf) or contact the Benefits Office at [benefits@ucmerced.edu](mailto:benefits@ucmerced.edu) for information on reciprocity for retirement purposes.

**Qualifying Service for Vacation Accrual**

At UC, your vacation is based on your appointment, the number of hours you are on pay status during the pay period, and the number of years you have worked for UC. Past service with the State of California, Hastings College of the Law, the Department of Energy Laboratories, California State University, and military leave from the same institutions can be included with UC service to determine your total qualifying service for calculating your vacation accrual rate. Service need not be continuous to be counted as qualifying service for determining the appropriate accrual rate.

**Reinstatement of Sick Leave**

If you leave State of California employment for employment with UC, any sick leave that you have accumulated while in service with the State of California can be transferred to UC as follows:

* If you are separated from employment status less than 15 calendar days, all accrued sick leave from prior service can be reinstated with UC.
* If you are separated from employment status more than 15 calendar days but less than six months, up to 80 hours of accrued sick leave can be reinstated with UC.
* If you are separated from employment status for six months (180 days) or more, accrued sick leave cannot be reinstated with UC.

For more information about vacation and sick leave, contact the Benefits Office at [benefits@ucmerced.edu](mailto:benefits@ucmerced.edu).

**Qualifying State of California Agencies**

Prior service with any of the following State of California agencies may qualify as prior service for the purposes of calculating you vacation accrual rate.

**University of California Employers:**

* UC Campuses and Medical Centers, including: Berkeley, Davis, Irvine, Los Angeles, Merced, Riverside, San Diego, San Francisco, Santa Barbara, and Santa Cruz.
* UC Laboratories, including: Lawrence Berkeley National Lab, Lawrence Livermore National Lab, and Los Alamos National Lab.
* Office of the President.

**State of California Employers:**

* California State employers, including California State University, Attorney General’s Office, and other California agencies.