

## VERIFICATION OF PREVIOUS EMPLOYMENT

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 reverse for information about qualifying prior service.

**INSTRUCTIONS TO EMPLOYEE: Please complete section 1 of this form and forward to the appropriate University of California or State of California agency to verify prior employment. Please do not complete section 2, as this section must be completed by the agency.**

**INSTRUCTIONS TO AGENCY VERIFYING EMPLOYMENT: Please complete section 2 of this form and return it directly to UC Merced as indicated to the right.**

\*This form is not used to request reciprocity for retirement purposes. Please see the Reciprocity Factsheet or contact [benefits@ucmerced.edu](mailto:benefits@ucmerced.edu) for information on reciprocity for retirement purposes.



Please return completed form to:

UC Merced Benefits  
5200 N. Lake Road  
Merced, CA 95343

Phone: (209) 228-2363

Fax: (866) 981-7732

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:		
<b>Total Months of Qualifying Service:</b>  _____ Months Note: One month of <b>pay status</b> at 50% time or more is counted as one month of qualifying service ( <u>exclude periods of leave without pay</u> ). Service need not be continuous to be counted. If employee is requesting a Sick Leave Transfer, <b>sick leave balance at time of separation:</b> _____	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](#) 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 90 calendar days, all accrued sick leave from prior service can be reinstated with UC.
- If you are separated from employment status more than 90 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 your 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.