



REQUEST TO RECEIVE VACATION ACCRUAL CREDIT BASED ON CONTINUOUS PUBLIC SERVICE

Return completed form by Inter-Office Mail to Human Resources & Development.

I, _____
(Print Name and Employee ID) (Print Job Classification)

(County Department) (Daytime/Message Phone #)

was hired directly from another public agency without a break in service. I am requesting that the County of Tulare adjust my vacation accrual rate so that I will accrue as if all my years of prior continuous public service were with the County of Tulare.

My date of hire with the County of Tulare is/was: _____
(mm/dd/yy)

The following is my record of prior continuous public service.

Record of Prior Continuous Public Service

Enter in date of service order with the most recent at the top

Name(s) of Prior Public Employer(s)	Dates of Employment (mm/dd/yy)	
	From	To
	From	To
	From	To
	From	To
	From	To
	From	To

Definition of "Public Employer": Must be non-profit and the employee must have earned vacation. No break in service means there are no employment breaks between public employers.

Total eligible service credit requested: Years ____ months ____

Employee Signature Date

I certify that the information contained on this form is a full, true, and correct statement of my immediate prior continuous public service.

This area for Human Resources and Development Use ONLY [] Approve [] Modify to _____ [] Deny

Reason(s) for modification or denial: HR&D Director _____

Denial Reasons:	
B - Break in Service	P - Part time or no vacation earned
E - Break due to Extra Help	M - Already at maximum accrual
A - Already credited	R - Did not respond for additional info
N - Not a "non-profit"	

Pay Period # _____ HR&D Initials _____ Date _____

HRD Use Only:
 Prior Benefit LOS date:
 Adjusted Benefit LOS date:
 FLSA:
 Process date: _____ initials _____

HRD Use Only:
 Net Years: _____ Vacation Accrual _____
 Cap Years: _____
 Notified Emp & Dept