

Department of Human Resources  
 Labor Relations Division  
 120 State Street – 5th Floor  
 Montpelier, VT 05620-2505

**APPLICATION FOR PRIOR TEMPORARY SERVICE CREDIT FORM**

A permanent status classified employee, who meets contractual eligibility requirements and who worked as a temporary employee for a minimum of 1,000 temporary work hours in the first year immediately preceding the most recent date of hire into a classified position, may receive an adjusted service date for purposes of prospective leave accruals. If this test is met, employees with at least 1,000 hours of temporary service in the second year immediately preceding the most recent date of classified hire may also be eligible for credit. This benefit is available to Non-Management, Supervisory and Corrections Bargaining Unit employees, as well as classified managerial and confidential employees. **No more than two (2) years of additional service credit may be earned. An adjusted service date cannot predate the original hire date into temporary service.**

The Department of Human Resources or the employing agency/department Human Resources division can verify the number of temporary hours worked since January 1999, so that supporting documentation does not have to be provided for temporary employment after that date. If credit is being requested for temporary employment prior to January 1999, supporting documentation must accompany this application. Copies of Time Reports are the most accurate form of verification, but pay stubs or other documents that clearly indicate the number of hours actually worked (and when) may be helpful. Work hours that cannot be verified will not be used in the calculation of an adjusted service date for leave accrual purposes. **Submit your application and backup documentation to your agency or department Human Resource Division.** Be sure to retain a copy of this application and the supporting documentation for your own records.

**EMPLOYMENT HISTORY**

Employee's Current Name:	Employee Number (5-digit ID):
Did you work previously under another name(s)? Please list all.	
Employing Department:	Work Location:
Position Title:	
Most Recent Date of Hire/Rehire into a Classified Position (month, day year):	
<b>History of employment as a Temporary employee in the 24-month period immediately preceding the most recent date of Classified Hire/Rehire. List the most recent temporary employment first. Attach additional sheets if necessary to document all Temporary employment.</b>	
Employing Department:	
Date of Temporary Hire/Rehire (month, day, year):	
Date of Separation from this Position (month, day, year):	

**Human Resources Representatives DHR Field Operations Team REVIEW & APPROVAL**

The above named employee has presented satisfactory information (including all required backup documentation verifying all temporary hours worked) to this agency/department that (s)he has not less than 1,000 hours and not more than two years of work hours to be credited toward an adjusted service date for leave accrual purposes.

Date of receipt by DHR Field Operations Team \_\_\_\_\_

**Signature of delegated HR Business Partner authorizing credit** \_\_\_\_\_

Date of receipt by the Labor Relations Division \_\_\_\_\_

Department of Human Resources adjusts Service Date for leave accrual to \_\_\_\_\_