

REQUEST FOR CREDITING OF PREVIOUS WASHINGTON STATE EMPLOYMENT

Distribution: Forward the completed form to the HR Operations office that serves your unit. For HR Operations office addresses, see bottom of this page. 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 without a break in service.
- 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.

Section I - To Be Completed by Employee			
Last Name:	First Name:	Middle:	UW ID Number: - -
Department:	Phone: - -	Mailbox:	Email:
Date of Rehire:		Date Submitted:	
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, state agency, school, or school district	Dates of Employment	
		to	
		to	
		to	
		to	

Employee: Forward the completed form to the HR Operations office that serves your unit, listed below.

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 of months of service for the purposes of vacation accrual.

HR Operations Offices		
<p>Campus HR Operations & Services Roosevelt Commons West Box 354963 4300 Roosevelt Way NE Seattle, WA 98195-4963</p> <p>uwpsc@uw.edu Phone: 206-543-2354 Fax: 206-685-0636</p>	<p>UW Medical Center UWMC BB150 Box 356054 1959 NE Pacific St Seattle, WA 98195-6054</p> <p>mcpsc@uw.edu Phone: 206-598-6116 Fax: 206-598-4610</p>	<p>Harborview Medical Center Pat Steel Building Box 359715 325 Ninth Ave Seattle, WA 98195-9715</p> <p>Phone: 206-744-9220 Fax: 206-744-9955</p>