

	Hours in May	Hours in June	Hours in July	Total Hours	State Service Credit
Hours Posted	36	204	80	320	See Hours Allowed
Hours Allowed	36	160	80	276	1 month

Section 2 - Requesting Department Instructions and Information

For this employee to receive the proper State service credit, you must ensure that Sections 1 and 2 have been completed. Once they are completed, submit this form to the California Department of Human Resources' (CalHR) State Service and Seniority Unit.

If any of this employee's service includes State service outside of the Executive Branch (including institutions like University of California colleges, California State University colleges [prior to 1975 or intermittently employed at any time], and the California State Legislative Branch) and you cannot submit verifiable records of this information along with this request, you must use CalHR Form 039.

Reason for submitting this request

- | | |
|--|---|
| <input type="checkbox"/> Vacation Allowance Discrepancy
<input type="checkbox"/> Reinstatement Purposes
<input type="checkbox"/> Post and Bid Purposes | <input type="checkbox"/> Verifying 25 Years of Service Award
<input type="checkbox"/> Second Request Initial Request Sent: _____
<input type="checkbox"/> Planned Retirement Within the Next 90 Days |
|--|---|

Requesting Department Information

Department Name		Street Address (city, state, zip code)	
Contact		Contact Position Title	
Phone Number	Fax Number	Signature	Date

PRIVACY NOTICE

This notice is provided pursuant to the Information Practices Act of 1977.

The California Department of Human Resources (CalHR), State Service and Seniority Unit is requesting the information specified on this form for the purposes of identification and document processing.

Individuals should not provide personal information that is not requested or required.

The submission of all information requested is mandatory unless otherwise noted. If you fail to provide the information requested, CalHR may not be able to correctly process your request.

Department Privacy Policy

The information collected by CalHR is subject to the limitations in the Information Practices Act of 1977 and state policy. For more information on how we care for your personal information, please read our Privacy Policy on CalHR's website (calhr.ca.gov).

Access to Your Information

You have a right to access records containing your personal information we maintain. To request access, contact:

CalHR Service and Seniority Unit
 1515 S Street, North Building, Suite 500
 Sacramento, CA 95811

Service&Seniority@calhr.ca.gov