

If you believe any period of your State employment is not included in your total service, complete Section 1 of this form and return it to your Personnel Office within 30 days.

**Section 1 - Employee Information**

\_\_\_\_\_  
First Name                                      Middle Initial   Last Name                                      Social Security Number

\_\_\_\_\_  
Prior Names (if any)

Date Appointed	Date Separated	Name of Agency Department, Office, Board or University Where Employed	Classification/Title	Time Base*

\*Indicate full time, part time, fractional, intermittent (hourly or daily), or indeterminate.

**Information About Service Allowances**

Please note that the total service for vacation allowance and the total service for retirement purposes will rarely agree. Each is computed under different laws and rules. Under the Public Employees' Retirement System (PERS) Laws and Rules, service is credited on a fiscal year basis (July 1 - June 30). Ten months of full-time service in a fiscal year equals one year of PERS service credit. Furthermore, with more than 400 non-State agencies receiving PERS service credit, not all PERS credit is qualifying under California Code of Regulations 599.739.

When computing total State service for vacation allowance, credit is not given for partial months of service prior to January 1, 1969. Additionally, intermittent service is computed by crediting 1 month for each 160 hours worked. Hours in excess of 160 per month are not credited, because credit cannot exceed actual calendar time.

**For example:**

Appointed: May 15, 1990

Separated: July 14, 1990

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

### Requesting Department Information

Department Name	Street Address		
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](http://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](mailto:Service&Seniority@calhr.ca.gov)