# University of California, Irvine
## Service Credit Verification Sheet

Employee Name: ____________________________

Current University Title: ____________________________

Employee ID Number 090__________________________

Coordinating Point: _____A&BS _____ACA. AFF. _____CHAN. OFF. _____COM _____RGS _____STUD. SVCS. _____UNIV. ADV.

Department: ____________________________

Extension/Phone Number ________________

Department Address ____________________________

Zot Code: ________ UCIMC Mail Route ____________

PERSONNEL PROGRAM: _____{1} Professional & Support Staff (PSS) _____{2} Managers & Sr. Professional Staff (MSP)

<table>
<thead>
<tr>
<th>Department</th>
<th>Dates of Employment</th>
<th>Career / Casual</th>
<th>% Time Worked</th>
<th>Service Credit in Years and Months</th>
</tr>
</thead>
<tbody>
<tr>
<td>UCI or UCIMC</td>
<td></td>
<td></td>
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<tr>
<td>County of Orange</td>
<td>{If transitioned to UCI on or before 07/01/76}</td>
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</table>
| **PLEASE ATTACH A COPY OF THE PRIOR UC CAMPUS/STATE SERVICE FORM**

** Other UC Campuses

** State Of California

Periods of Leave of Absence
Without Pay {Subtract Leaves without pay from total service credit - excluding Workers Comp }

Total Years & Months of Service Credit as of: _____________________ = _______ years _______ months

{Date}

Employee Signature_________________________ Personnel Coordinator ___________________________ ext._________
ELIGIBILITY CRITERIA FOR UNIVERSITY SERVICE CREDIT
IN CONNECTION WITH SERVICE AWARDS

Service while on pay status with the University of California and the State of California at 50% or more time [regardless of career/casual/academic status] is counted toward the staff employee’s full-time equivalent service.

A. For periods prior to January 1, 1972, those employees working less than 100% but more than 50% earned service at a rate directly equivalent to the percent time worked.

B. After January 1, 1972, employees working 50% time or more are granted 100% service for each month, e.g.: 60% time will equal one month of service credit.

C. University employees who were on continuous pay status with the County of Orange on or prior to July 1, 1976, and were covered under terms of the transition agreement between the County of Orange & the University of California.

D. An employee on leave without pay and receiving temporary disability payments accrues sick leave and vacation on the same basis as if regularly employed, but accrued sick leave is credited to the employee only upon return to work. Those periods of time should be included in service credit calculations {Personnel Policies for Staff Members - Work-Incurred Illness & Injury - 44.D}

E. An employee granted military leave shall receive benefits as provided: An employee granted military leave without pay shall receive (a) retirement & service credit in accord with the provisions of the applicable retirement system; (c) other length-of-service credits related to employment that would have been granted had the employee not been absent, provided that the employee returns to University service at the conclusion of the leave in accordance with applicable Federal & State laws. {Personnel Policies for Staff Members - Military Leave - 45 - E-2}