

# Prior State Service Credit

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## Purpose

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Proper crediting of prior classified state service ensures employees are given appropriate credit towards their annual leave accrual rates. All classified state service should be listed even if it is not reflected on your state application. If you are unsure of exact dates, provide as much information as possible. Use additional pages if necessary.

## Required Information

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Agency Name	Dates of Service (mm/yyyy)	Name (if different)
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____

7. \_\_\_\_\_

8. \_\_\_\_\_

☐ I do not have any prior classified state service to report.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please sign and return to Human Resources within 31-days of initial date of employment even if there is no prior service to report.