

**PRIOR SERVICE CREDIT AND/OR CUMULATIVE CREDIT REQUEST FORM**

This request form is used for prior and/or cumulative service credit. If granted, **prior service credit** will adjust annual leave earnings rate. In addition, prior service credit will not be given for:

- employment in a Limited Term Grant Funded position;
- for any month of service for which an employee receives a retirement payment;
- or to any employee who is terminated for cause.

If granted, **cumulative service credit** will adjust length of service for service recognition awards (not for retirement eligibility). Cumulative service credit will only be granted for dates of service worked with Prince George's County Government (not for partially-funded agencies). Please provide your employee information and list the agencies and dates of your previous employment service (either partially-funded or fully-funded by the County) for which you may be eligible for service credit below.

In accordance with Administrative Procedure 215 – Service Recognition Awards, verification(s) of employment must be submitted if the claimed dates of service are prior to 1975 OR if the agency worked for was partially-funded by the County. Pursuant to Administrative Procedure 215, request for prior and cumulative service credit must be submitted to the Office of Human Resources Management within one (1) year from the date of return/hire.

Please submit **(1)** the completed form **AND (2)** written verification of service from any agency listed for prior service credit that is outside of County Government or review to the Office of Human Resources Management (OHRM), People Operations, Core HR Division via email at **CoreHR@co.pg.md.us**.

SECTION 1: Employee Information & Prior Service (Completed by Employee)			
Section 1A: Employee Information			
Date of Request:		Hire/Rehire Date:	
Employee Name:		Employee ID#:	
County Agency:		Current Position:	
Section 1B: Prior Service Credit Information			
Agency Name	Start Date <i>(MM/DD/YYYY)</i>	End Date <i>(MM/DD/YYYY)</i>	
Section 1C: Employee Acknowledgement			
Employee Signature			Date

Prince George's County Government
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SECTION 2: Service Credit Review & Verification (Completed by OHRM)				
Section 2A: Verification of Employee Information <i>The verified employee information to determine leave eligibility and accrual</i>				
Most Recent County Hire/Rehire Date				
Employee Status		<input type="checkbox"/> Permanent, Full-Time <input type="checkbox"/> Permanent, Part-Time <input type="checkbox"/> Exempt (<i>Provisional, Emergency, Limited Term Appointment</i>)		
Hours Worked per pay period				
Section 2B: Verification of Prior Credit Service <i>The agency and dates of previous employment service, either partially or fully funded by the County, for which the employee is eligible for service credit.</i>				
Agency Name	Start Date <i>(MM/DD/YYYY)</i>	End Date <i>(MM/DD/YYYY)</i>	Eligible for Service Credit	Notes
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Total Credit Received for ELIGIBLE Service (Days)				
Section 2C: Seniority Date & Leave Accrual Calculation <i>The calculated leave eligibility and resulting leave accrual rate or the employee with the County based on the verified agency/dates of previous employment.</i>				
Adjusted Seniority Date				
Adjusted Years of Service <i>(awarded in year increments only)</i>				
Adjusted Leave Accrual Date & Rate <i>Date employee should begin earning new leave accrual rate per pay period.</i>		New Effective Date		
		New Annual Leave Accrual Rate (Hours)		
Annual Leave Accrual Eligibility Date(s) <i>Determined by employee status, hours worked per pay period and years of service Per AP 284</i>	Years of Service	Annual Leave Accrual <i>Based on hours worked per pay period</i>	Start Date of Leave Accrual <i>Date at beginning of years of service range</i>	
	1 – 3			
	4 – 15			
	16+			
Section 2D: OHRM Director Approval				
<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove		Decision Justification:		
OHRM Director Signature				Date