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JPD

COMMONWEALTH OF MASSACHUSETTS

EMPLOYEE RELEVANT SERVICE REQUEST FORM
FOR VACATION ACCRUAL STATUS ADJUSTMENT

(To be returned to the agency human resources/payroll office after completion by employee)

I understand that current employees accruing two weeks of vacation may apply to receive a three week accrual, effective July 1, 2018, if they meet the threshold of four and one half years relevant work experience at the time of hire. I wish to be considered for accelerated vacation accrual status, and I hereby certify that I had at least four and one half (4.5) years of the following relevant work experience at my time of hire. I am including either a current resume, or the resume I submitted at the time of hire, and submit the following information.

Name _____ Current Department _____

Current Job Title _____

Bargaining Unit _____ Work Email Address _____

Area Code/Telephone # _____ Employee ID Number _____

Agency Date of Hire _____

Please provide a detailed description of relevant job and/or professional experience, amounting to at least four and one half (4 ½) years, at time of agency hire (attach extra pages if necessary):

Name of Employer: _____

Dates of Employment: _____

Description of relevant job duties: _____

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Description of relevant job duties: _____

WJH.
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Employee Signature

Date

SUBMISSION MUST BE RECEIVED NO LATER THAN _____
[6 months from date of the implementation of this agreement]

Approval:

Agency Head or Designee

Date

Resume included: ____ (Y/N)