



ST. CLOUD STATE UNIVERSITY Request for Vacation Accrual Credit Form

Human Resources

720 4th Ave S, St. Cloud, MN 56301-4498

T 320. 308.3203 / F 320.308.1607

stcloudstate.edu/humanresources

I. TO BE COMPLETED BY EMPLOYEE

The collective bargaining agreement or plan your position falls within allows the addition of vacation accrual credit for certain previous positions.

Previous experience must be directly related to the employee's current state position. Vacation accrual credit eligibility and length of credit is at the discretion of the appointing authority.

Print Full Name:	Bargaining Unit:
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Employee Signature

Date

II. TO BE COMPLETED BY EMPLOYEE

Previous Employer	Years of Employment:
	Begin Date: End Date:
List major job responsibilities (attach position description or other information as necessary)	

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III. TO BE COMPLETED BY SCSU HUMAN RESOURCES

Request is: <input type="checkbox"/> APPROVED as related work <input type="checkbox"/> Eligible for ____ Years <input type="checkbox"/> NOT APPROVED	Signature: Date:
Notes:	

Copies to:

- ☐ Employee
☐ Personnel File

Please return form to SCSU Human Resources at humanresources@stcloudstate.edu. Additional forms may be filled out to reflect more work experience.