



County of San Bernardino
PRIOR SERVICE CREDIT REQUEST – Vacation/Paid
Time Off Allowance

New Attorney, Exempt, County Fire/Special Districts Exempt, Management, Nurses, County Fire/Special Districts Non-Represented (Supervisory only), Fire Management, Professional, Supervisory, and Supervisory Nurses employees hired into regular positions may be granted prior service credit toward vacation or paid time off accruals for time worked in a comparable or preparatory position in determining their vacation or paid time off accrual rate as applicable.

REFERENCES

Current Memoranda of Understanding (MOU); Compensation Plan

FORMS REQUIRED

Prior Service Credit Request - Vacation/Paid Time Off Allowance

GENERAL INFORMATION

Depending on MOU, compensation plan or Ordinance, new employees hired into regular positions may be granted prior service credit toward vacation or paid time off accruals for time worked in a comparable or preparatory position. Such determination as to the comparability of previous experience and amount of credit to be granted rests solely with the Director of Human Resources.

Requests for prior service credit must be made at the time of hire or within one (1) year from the employee's hire date.

PAYROLL SPECIALIST RESPONSIBILITIES

- ◆ Provide Prior Service Credit Request form to employee eligible for Prior Service Credit
- ◆ Audit form for completeness
- ◆ Obtain the Appointing Authority or Designee's signature
- ◆ Retain copies for department file
- ◆ Submit to department Human Resources Business Partner (HRBP)