

Office of Human Resources

CLASSIFIED STAFF PRIOR STATE SERVICE ELIGIBILITY

SUBJECT: Accrual of Vacation and Sick Leave Eligibility Based on Prior Service as an employee of the State of Ohio

Regular full-time classified employees earn vacation and sick leave as an employee with the state government. For purposes of determining vacation and sick leave eligibility, employment with any of the following state agencies shall be counted as qualifying service:

- A. State departments, bureaus, boards and commissions.
- B. State supported universities, community colleges and technical institutions.
- C. Boards of county commissioners or other county offices, departments, including county homes and hospitals.
- D. Cities, villages and townships.
- E. School districts.
- F. Health districts.
- G. Public libraries.
- H. Special purpose districts established pursuant to the law, such as conservancy and park districts.
- I. Special authorities established pursuant to state law; for example housing, transportation, port and airport authorities.
- J. Retirement Systems, Bridge Commission, Ohio Turnpike Commission and Ohio Historical Society.
- K. Ohio National Guard.

Please indicate below any prior service you have had with a state agency listed above.

Dates of Service: Agency: Position Title: Name used at prior agency, if different:

Please check if you have no prior service in any of the agencies listed above.

Employee Signature

Employee ID

Date