



## VACATION CREDIT REQUEST FOR PREVIOUS EMPLOYMENT

Name: \_\_\_\_\_

I am requesting vacation credit for employment at the following qualifying public employers. **I understand that I am required to provide documentation of previous employment either in the form of a statement from an Ohio public pension plan or from the previous employer - either on their letterhead or via direct email to HR Dept.** Documentation must be provided within 30 days of request for credit.

Employer: \_\_\_\_\_

Dates of Service: \_\_\_\_\_ to \_\_\_\_\_ No. of Full Years: \_\_\_\_\_

Employer: \_\_\_\_\_

Dates of Service: \_\_\_\_\_ to \_\_\_\_\_ No. of Full Years: \_\_\_\_\_

Employer: \_\_\_\_\_

Dates of Service: \_\_\_\_\_ to \_\_\_\_\_ No. of Full Years: \_\_\_\_\_

I DO NOT have any previous public employment that qualifies for vacation credit with City of Twinsburg

I have previous and/or part time employment for the City of Twinsburg that I would like to have reviewed for qualifying vacation credit

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

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After a review of the documentation, HR has determined that \_\_\_\_\_ has \_\_\_\_\_ full years of service with a previous employer, or with the City of Twinsburg, which qualifies for vacation credit.

\_\_\_\_\_  
HR Director

\_\_\_\_\_  
Date