



# VACATION ACCRUAL CREDIT

(RETIREMENT SYSTEM ANNUAL STATEMENT IS A REQUIRED ATTACHMENT)

Employee Name (*Print*): \_\_\_\_\_

I understand that effective July 1, 2007 Pinal County calculates vacation leave accrual on the basis of an employees credited service time on account with the authorized Arizona retirement system into which the employee currently contributes or continuous years of service with Pinal County whichever is greater. For purposes of this definition, retirement from a position in one authorized retirement system and re-hire into a position in another authorized retirement system (e.g. from Public Safety Retirement System into Arizona State Retirement system) on the next business or scheduled work day does not constitute continuous service.

I am applying to have my vacation accrual adjusted to reflect prior credited service time on account with the authorized Arizona retirement system into which I currently contribute. **To confirm and verify this service a copy of my retirement system annual statement is attached.**

**\*\*I understand this is a one time adjustment and no further adjustments or retro activity will be permitted.**

I certify that I have \_\_\_\_\_ years of credited Service.

My official start date with Pinal County was on: \_\_\_\_\_  
*(This does not include any break of service)*

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

\_\_\_\_\_  
Date

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**HR Department Use Only**

Years Credited: \_\_\_\_\_

Days Credited: \_\_\_\_\_

Calculated by: \_\_\_\_\_

Verified by: \_\_\_\_\_ Date: \_\_\_\_\_