

Employee Request for State Service Verification - For Leave Accrual Purposes (Annual/Sick) -

Instructions: An employee may complete this form to request verification of state service. Upon completion, the form should be provided to the agency human resource office. If all service is within the current agency, the agency HR office should verify service internally. If service is spread among differing agencies, the agency HR office should submit this form to the Personnel Cabinet via Business Request category "Personnel Administration/ State Service Verification".

Employee Name: _____
 Personnel # (Pernr): _____ Social Security Number _____
 Cab/Dept: _____
 Position #: _____
 Rehire Effective Date (If applicable): _____

I have provided below all official full names and variations under which I have worked in State Government:

I have provided an account of my employment history with state government below.

Cabinet/Department	From Date	To Date	Method of Departure		
			Separation	Retirement	Took Position w/ New Dept
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Employee's Printed Name

Employee's Signature

Date