

PRIOR PUBLIC EMPLOYMENT SERVICE TIME

For the purpose of determining vacation eligibility

Today's Date: _____ Social Security Number: _____

Employee's Name: _____

Current Department: _____

Current Supervisor: _____

Previous Employer: _____

This is a verification of prior public service time for the employee above:

Dates of Employment: From: _____ To: _____

Status of Service: Full Time Part Time Volunteer

Dates of Employment: From: _____ To: _____

Status of Service: Full Time Part Time Volunteer

Total Service Time: Years: _____ Days: _____

Sick Leave Balance at Time of Separation: _____

Did this individual retire from a State of Ohio Retirement Plan?

Yes No

Verification confirmed by:

Name: _____

Title: _____

Organizations Name: _____ Phone Number: _____

Address: _____

Street

State

Zip

Return to: Delaware County Human Resources Department

10 Court St, 2nd Floor

Delaware, OH 43015

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