Service Credit Procedures

Service Credit Eligibility

- Service Credit refers to all service with the University of California and the University’s Office of the President (UCOP), California State Universities, Department of Energy Laboratories and State of California Agencies.

- Employment service at 50% time or more (regardless of career/casual/student/academic status) is counted toward the staff employee’s full-time equivalent service. Academic service is included to determine length of service, but pins are granted only to staff employees.

- Periods of leave with pay, military leave from the same institution, and leave of absences with pay (e.g., extended sick leave) when an employee is unable to work due to a work-incurred injury, or illness compensable under the California Worker’s Compensation Act are included when calculating length of service.

- Leaves of absence without pay are not included in service credit calculations. Service credit and leave accrual time cannot be “bought back” if an employee is on a leave with out pay.

- Service does not need to be continuous to be counted.

- Service credit and vacation accrual may not correspond to the amount of credit one has in the UCRP retirement system or to one’s seniority points for layoff. For retirement credit questions, contact the Benefits Office at 858-534-2816. For seniority point questions, contact Employee Relations, Policy Development and Work/Life at 858-534-4115.

Procedures to calculate service credit for vacation accrual and service pin

1. Identify and determine if the employee is eligible for prior employment service.
   a. Eligible employers include:
      i. University of California including labs and the University’s Office of the President (UCOP)
      ii. California State Universities
      iii. Department of Energy Laboratories
      iv. State of California
   b. If the employee is eligible for prior service credit, go to step 2; if not, proceed to step 3.
2. Complete the Employment Service Verification process.
3. Use the Service Credit Calculation and Form Query (instructions) to calculate UCSD service credit since July 1, 1996, and to submit a service credit calculation form to request a service pin.

Questions? Contact HR Records at (858) 534-0281 or records@ucsd.edu.