



Employee Past Service Credit Request Form

The purpose of this form is to provide information to help determine the circumstances under which the service date can be credited for eligible past service. To be eligible for credit for prior years of service, you must meet the following requirements:

- You must have worked at a McLeod Health entity at the time of your service.
- You must have satisfied a minimum of one-year of service prior to your break in employment. And,
- You must have satisfied one complete year of service after returning to employment with McLeod Health

NAME: _____ DATE OF BIRTH: _____

MAIDEN NAME: _____ SOCIAL SECURITY #: _____

PRESENT DEPARTMENT: _____

START DATE: _____ EMPLOYEE ID#: _____

PRIOR McLeod EMPLOYMENT:

PREVIOUS FACILITIES	START DATE:	UNTIL (LAST DAY WORKED):
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EMPLOYEE SIGNATURE: _____ DATE: _____

DEPARTMENT DIRECTOR SIGNATURE: _____ DATE: _____

Except where honored as part of continuous employment at the time of an acquisition into the McLeod Health System, service credit cannot be given for years employed by entities not affiliated with McLeod at the time of the employee's service. The service credit process is solely for service award recognition purposes. Other benefit programs such as Paid Time Off (PTO) or grandfathered benefits do not apply since these are driven off a separate benefits-eligibility date.

Return Completed Form To: HUMAN RESOURCES DEPARTMENT - MCLEOD HEALTH

McLeod Health
The Choice for Medical Excellence