

Frequently Asked Questions about Prior State Service Calculations

Can sick and vacation hours be transferred to my current employer?

Sick leave may be transferred at the time you transfer from one state agency or institution of higher education to another, or within 12 months of separation. ([Texas Government Code 661 sections 203-205.](#))

Vacation balance also transfers from a vacation-eligible position to another if there is no break in service. If you leave state employment and are not re-employed by a state agency or institution of higher education in a vacation-eligible position within 30 days, you may be paid for accrued vacation balance.

Does my student employment count as state service?

Yes. If you were employed by a state agency or institution of higher education as an hourly employee, that time should be included in calculating your service date.

How can I find my service date?

Send an email to hrrecords@untsystem.edu with your name, employee identification number, and a request to see the dates used to determine your service date.

What factors are used to calculate state service date?

Dates used are:

- Any prior state service days employed by a Texas state agency or institution of higher education
- Hire date for current state position.

For example, Sam Jones was employed by UT Arlington from 05/07/2012 to 12/31/2014. He became a UNT employee on 01/01/2015. Because there is no break in his state service, his state service date is 05/07/2012.

His service is calculated this way:

- How many days Sam did work at UT Arlington? There are 969 days between 05/07/2012 and 12/31/2014. That includes 12/31/2014 and he receives state credit for his last day of employment at UT Arlington.
- Now that we know the number of state service days Sam has worked for the state, that information is used to calculate his service date. Using a [date calculator](#), enter Sam's UNT hire date (1/1/2015) and subtract 969 days. The date generated is 5/7/2012, which is his service date.

What is a "break in service?"

A break in state service means you were not employed by a state agency or institution of higher education for one or more days.

Please note:

- If you want to take time off between a transfer from one state job to another state job, you must use vacation days to avoid creating a break in state service. Be sure your current supervisor correctly records vacation time when you transfer.

- If you happen to be sick at the time of a transfer, your supervisor also must properly record sick time.
- If one or more days between jobs are not properly recorded, there will be a break in service.
- If there is a break in service, your official service date will change. Here's how the service date is calculated:

Sam Jones ended employment at UNT on 10/31/2015. He was re-hired by UNT on 12/01/2015. Sam has the following state employment periods:

- UT Arlington from 05/07/2012 to 12/31/2014, which is 969 days
- UNT from 01/01/2015 to 10/31/2015, which is 304 days
- So Sam had a service break for 30 days:
- Service break from 11/01/2015 to 11/30/2015
- Service began again on 12/01/2015

To calculate Sam's new state service date:

- Total the number of days he was employed by the state prior to 01/01/2015. The number of days between 05/07/2012 to 12/31/2014 is 969 days. The number of days between 01/01/2015 to 10/31/2015 is 304 days. Add 969 plus 304 to total 1,273 days. Sam has worked for a state institution of higher education for 1,273 days.
- Enter his rehire date of 12/01/2015 and subtract 1,273 days for his new service date. His new service date is 06/06/2012. Prior to the break in service, his service date was 05/07/2012. The new date accounts for 30 days not employed by a state entity.

Does the number of accrued sick hours change?

No. Full time, benefits-eligible employees at all state agencies and institutions of higher education accrue eight (8) sick hours each month.

How do I earn vacation days and longevity pay?

You must be employed in a benefits, vacation and longevity pay eligible position. Please review [vacation accrual](#) and [longevity pay](#) schedules. Length of state service determines the number of vacation hours and amount of longevity pay received. Find your records by logging in to [MyUNT](#), [MyHSC](#) [MyUNTDallas](#), [MySystem](#) or [MyLaw](#).

How will I know if my previous employer has provided service verification?

Send an email to hrrecords@untsystem.edu to determine if your prior state service verification has been received.

What if my records are incorrect?

Contact hrrecords@untsystem.edu so your record can be reviewed and verified for correction. If you are owed vacation hours or longevity pay, you will receive it. If your records show more vacation and longevity pay than earned, both will be adjusted.

Can I calculate my own service date?

Yes. To calculate your service date and number of days, use a [date calculator](#).

Be sure that you use the correct employment periods and that none of the dates/periods overlap.

Questions?

Contact Human Resources Records and Support Center, 1-855-878-7650, from 8 a.m. to 5 p.m., Monday through Friday.

