

Staff Service Award Request & Vacation Accrual Increase Request Form

Instructions: You may complete this form on or off-line (one form for each employee in your department who is eligible for a service award; first award at ten years and every five years thereafter). To submit your request, complete it, save it, retain a copy for your files, and then attach the form to a ServiceNow service request ([click here to CalNet authenticate and submit your request](#)). For more information, go to the Service Awards page of the Central HR website. Questions should be submitted via the ServiceNow "Ask a Question" feature ([click here to CalNet authenticate and "Ask a Question."](#))

Please note: Service Anniversary Awards will be mailed directly to the staff's home address.

Employee's Name Mr. or Ms. _____
 First, MI, Last, if appropriate. Email _____

Employee ID number _____ Position Title _____

Location of Service	Dates/ FROM			TO			Number of months at 50% or more
	Month	Day	Year	Month	Day	Year	
University of California							
UC-Managed Laboratories							
State of California							
Effective Date of Completion of Service				Total Service: Years Months			

Comments _____

Name of Person Completing Form _____ Phone _____ Date _____

Title _____ Department Name _____

Employee Home Address _____

To Department: Form will be completed by CSS Records and returned to you; see below* for vacation accrual increase.

FOR CSS RECORDS COMPLETION ONLY:

- Invite to 20+ Year Luncheon
- Invite to 10 & 15 Year Reception

Years Confirmed _____

*Vacation Leave Code should be changed to _____

Effective Date _____

HR Signature _____

Date Completed _____