

**POLICY 13**  
**STATUTORY AND INTER-INSTITUTIONAL BENEFITS**

**Rule 13.02 - Service Credits for Past Service/Reciprocal Employers**

Years of past continuous service credits may be transferred if they have been earned while employed by reciprocal employers. Reciprocal employers for the purpose of transferring service credits are:

- A. Departments and agencies under the State of Illinois Civil Service or the State Personnel Code.
- B. Institutions under the State Universities Civil Service System.
- C. Other employers for whom the President approves reciprocal agreements recognizing past continuing service credits.

Reciprocal agreements for recognition of vacation and personal leave or other credits earned under employment with other employers may be negotiated by the Assistant Vice President for Human Resources or the President's designee and are subject to approval by the President.

**Regulations**

13.021 Transfer of Service Credits

Transfer of service credits for employees serving under institutions of higher education and departments or agencies of the State of Illinois will be in accordance with Sections 36(q) and 250.100(c) and (d) of the State Universities Civil Service System Statute and Rules.

13.022 Procedures

When a candidate who is currently employed by a reciprocal employer is selected for employment, the campus human resources office will write such employer and request:

- A. The candidate's last day in pay status or approved leave status.
- B. The candidate's amount of total continuous employment as computed by that employer.
- C. The candidate's amount of accumulated compensable and non-compensable sick leave balance on the last day of service, if applicable.
- D. An itemization of any accrued vacation days paid or to be paid after the candidate's last day of service.