Private Sector Vacation Credit – Bemidji State University/Northwest Technical College

Changes to the MAPE, MMA and MGEC collective bargaining agreements include the addition of vacation accrual credit for previous private sector experience in a vacation eligible position directly related to the employee/supervisor's current state position.

An Appointing Authority may adjust length of service to reflect credit for the employee/supervisor's previous private sector experience in a position directly related to the employee/supervisor's current State position.

Length of service credit shall be subject to the following conditions:
1. The employee/supervisor must have been appointed to State service within 4 years of separation from the other employer.
2. The employee/supervisor must have been in a vacation eligible position with the other employer.
3. The employee/supervisor must provide the necessary documentation demonstrating his/her vacation eligibility status with the previous employer.
4. The amount of the length of service credit granted is at the discretion of the Appointing Authority. *Bemidji State University/Northwest Technical College will limit to no more than 10 years of service credit.*

Changes in the accrual rate will become effective the beginning of the next payroll period following the Appointing Authority's approval of the adjusted rate and are not retroactive.

Employee must submit the following documentation to Human Resources:

Signed letter from previous employer (on letterhead preferred) indicating the following:
   a. Dates of employment in position
         *If same employer, different positions – includes dates for each position
   b. Confirmation of vacation eligible
   c. PT/FT status of employment

Human Resources may ask additional questions to determine previous private sector experience was directly related to employee/supervisor's current State position.

Human Resources will notify employee/supervisor of effective date and leave accrual date adjustments once determined/approved.