CREDITABLE SERVICE DATES

Three types of service credit are maintained for SPA employees. Specific uses of each type of service are made for various policy and fringe benefits applications. The types of service credit are:

- Total State Service
- Continuous State Service
- Creditable Retirement Service

TOTAL STATE SERVICE

This service credit is the grand total of all permanent, probationary, and trainee time, either full-time or part-time (regularly scheduled 20 hours or more each work week), that an employee has served in State government or other recognized public sector systems. This type of service does not have to be continuous; however, breaks in service are not counted in the computation for credit. Total State Service time is credited for employment with:

- Any State agency (subject to or exempt from the State Personnel Act);
- Any governmental unit now a State agency. Examples are county highway maintenance forces, War Manpower Commission, and the Judicial System;
- Local units of the North Carolina Department of Human Resources (mental health, public health, and social service) or any local Emergency Management Agency (civil defense) time;
- County Agricultural Extension Service;
- Community college or public school system;
- North Carolina General Assembly; and
- Other public sector employers as directed and approved by the Office of State Personnel.

Military leave (under certain conditions) and workers’ compensation leave are creditable to Total State Service. Paid leave or paid time off are also credited. Leave paid at termination is not credited to Total State Service.

Total State Service time is used for determining eligibility for:

- longevity pay
- vacation leave earning rates
- service appreciation program awards
- selection for layoff (reduction-in-force)
- priority reemployment following a layoff

**NOTE:** TSSD is **not** used to calculate retirement date (see Creditable Retirement Date below).

**Special Provisions**

Credit is given for any month in which an employee is in pay status for one-half or more of the regularly scheduled work days and paid holidays in that month. Permanent part-time employees earn service time on the same basis as permanent full-time employees. It is **not** prorated.

**CONTINUOUS STATE SERVICE**

This type of service is the period of unbroken employment for employees under the State Personnel Act. Only permanent uninterrupted employment status under the State Personnel Act is creditable toward this time.

This type of service is used to establish eligibility for filing grievance appeals to the State Personnel Commission. Please refer the SPA Grievance Procedure for more information.

The Office of Human Resources maintains these records, and can calculate this service for an employee.

**CREDITABLE RETIREMENT SERVICE**

This type of service is the length of time an employee has made contributions to the Teachers’ and State Employees’ Retirement System (TSERS). This service time is used to determine eligibility for a retirement benefit (pension) and the amount of the retirement benefit.

**Special Provisions**

Sick leave is credited toward this type of service at retirement time. Each 20 days of accumulated unused sick leave, or portion thereof, counts as one month of service. There is no maximum to the number of sick days that can be added for retirement credit.
Any part of a month in which the employee contributed to the retirement system, or any portion of sick leave over a 20-day period, is counted as a full month of creditable retirement service.

Creditable retirement service may also be earned for military service, out-of-state service, and local government service. Restrictions do apply. Individual situations need to be discussed with the State Retirement System to determine eligibility.

These records are maintained by the Teachers’ and State Employees’ Retirement System. The Office of Human Resources can assist employees with information about obtaining service information.