



Adjusted Service Date is the date that determines seniority for layoff purposes. Certain types of service are applicable to Adjusted Service Date for layoff purposes as defined in [SCS Rule 1.39.2](#). Additionally, certain types of service count toward an employee's leave earning level. It is very important for HR to understand the difference and apply these periods of service appropriately to obtain both adjusted service for layoff purposes, as this determines seniority, and for adjusted leave earning as that determines the accrual levels and accrual change dates.

Generally, agencies obtain information at the point of an employee's hire either from the questionnaire that is completed by the employee and further verification from the employee's previous employers. Service is then calculated for each reason and applied to the employee's personnel and payroll record. It is recommended best practice that HR notify the employee of the resulting Adjusted Service Date for layoff purposes and Adjusted Leave Service Date for leave earning purposes and obtain certification from the employee that the information is accurate. It is also recommended that this information is remitted to the employee periodically to ensure that it remains accurate. HR should always provide the opportunity for an employee to dispute the information providing proof of additional service that may count for each purpose.

When agencies propose layoff, it is critically important that employees are notified prior to the layoff of the adjusted service date on file as this is the primary factor used in determining seniority. This information helps determine how to apply employee movements in a layoff or whether the employee is laid off from state service.

Types of service that are applicable for layoff purposes vs. leave accrual purposes can be found in [Job Aids and Resources: Types of Service](#).

### **Calculating the Adjusted Service Dates**

1. Verify and record all periods of state service including the type of appointment for each period.
2. For an adjusted service date for layoff, only certain types of appointments in state service count. See [SCS Rule 1.39.2](#) "State Service" as well as information provided in the SCS HR Handbook. Contact your Employee Relations Coordinator for questions.
3. For an adjusted service date for leave earning, ALL periods of state service are counted.
4. For the calculation, subtract the beginning date of the appointment from the ending date for each period of state employment. To "borrow" a month, use 30 days (1 month = 30 days).

5. Add the periods of employment to determine the length of service in years, months and days.

6. Subtract that amount of time from the MOST RECENT hire date to determine the adjusted service date. The adjusted service date for layoff and for leave earning may be different dates.

**SAMPLE CALCULATION FOR ADJUSTED SERVICE DATE – LAYOFF PURPOSES:**

Verified Employment history for employee Tom Jones

1. 01/23/96 to 04/02/97 Job Appointment
2. 05/01/97 to 08/15/97 for a total of 277 hours worked in a WAE unclassified temporary appointment (must be pro-rated based on number of hours worked)
3. 11/05/97 to 07/31/02 Probational/Permanent appointment
4. 04/06/06 to present Probational/Permanent appointment

To derive at Mr. Jones’ adjusted service date,

- calculate the length of each period of service prior to his current hire,
- determine which periods count for layoff and/or leave earning
- subtract the appropriate amount of time from the current hire date to determine the adjusted service date

In the example above, three (3) periods would have to be calculated.

**Period 1:**

1997 04 02	Borrow one month prior to subtracting	1997 03 32
<u>1996 01 23</u>		<u>1996 01 23</u>
		1 02 09
Period 1 = 1 year, 2 months, 9 days		

**Period 2:**

8 hours=1 day	173 hours =1 month	2080 hours=1 year
-Convert the 277 hours to months	277 hours=1 month, 104 hours	
-Convert the remaining hours to days	104 hours=13 days	
Period 2 = 1 month, 13 days		

**Period 3:**

2002 07 31	Borrow one year prior to subtracting	2001 19 31
<u>1997 11 05</u>		<u>1997 11 05</u>
		4 08 26
Period 3 = 4 years, 8 months, 26 days		

**Adjusted Service Dates for Layoff calculation:**

- Only Periods 1 and 3 count towards adjusted service date for layoff
- Period 1 + Period 3 = 5 years, 10 months, 35 days
- Convert 30 days to a month - 5 years, 11 months, 5 days

2006 04 06	Borrow one year prior subtracting	2005 16 06
<u>5 11 05</u>		<u>5 11 05</u>
		2000 05 01

**\*\*Tom Jones' Adjusted Service Date for Layoff = 05/01/2000\*\***

**SAMPLE CALCULATION FOR ADJUSTED LEAVE SERVICE DATE – LEAVE EARNING PURPOSES:**

**Adjusted Leave Service Dates for Leave Earning calculation:**

- Periods 1, 2 and 3 count towards adjusted service date for leave earning
- Period 1 + 2 + 3 = 5 years, 12 months, 18 days
- Convert the 12 months to a year
- 6 years, 0 months, 18 days

2006 04 06	Borrow one month prior to subtracting	2006 03 36
<u>6 00 18</u>		<u>6 00 18</u>
		2000 03 18

**\*\*Tom Jones' Adjusted Service Date for Leave Earning = 3/18/2000\*\***