



Human Resources Services

1280 Main Street West
Hamilton, Ontario, Canada
L8S 4L8

Phone: 905.525.9140
Fax: 905.525.8410

CUMULATIVE SERVICE RECOGNITION PROGRAM

The Cumulative service program was introduced in order to recognize the total service of those full-time and regular part-time salaried and hourly employees who at some time(s) left the employ of McMaster University but returned. As an addition to this policy previous temporary/casual appointments (short term casual employment contracts) are also considered towards cumulative service recognition when it is immediately preceding a full-time salaried, regular part-time salaried or hourly appointment.

Total cumulative service will count toward:

- Vacation entitlement
- Recognition/Service awards
- Severance entitlements (except where already paid)

There will be no retroactivity to salary continuance, pension/group RRSP, benefit entitlements or seniority.

To assist Human Resource in the review of your service information, please complete the following Request for Recognition of Cumulative Service form and provide any supporting documentation if applicable. Human Resources will officially advise you, and your supervisor about any changes to your cumulative service date and/or vacation entitlement.

Should you have any questions, please contact your area Human Resources Representative.

Please complete the following information, attach any applicable supporting documents and return to your area Human Resources Representative.

Both you and your supervisor will be officially advised, as to whether this time, or any portion of this time, will be approved/not approved for cumulative service recognition.

Name:	I.D. Number:
Current Employment Date:	Current Title:
Current Department:	Campus Address:
Telephone Ext.:	E-mail:
Supervisor's Name & Title:	
<p>Please describe, in point form, the details of prior service including dates, years of service, former department(s), position, id#, etc.</p>	

The information gathered on this form is collected under the authority of the *McMaster University Act, 1976*. The information is used for the academic, administrative, employment-related, financial and statistical purposes of the University including, but not limited to, admissions; registration and maintaining records; awards and scholarships; convocation; provision of student services, including access to information systems; alumni relations; and disclosure to or on behalf of the applicable McMaster student government. This information is protected and is being collected pursuant to section 39(2) and section 42 of the *Freedom of Information and Protection of Privacy Act of Ontario (RSO 1990)*. Questions regarding the collection or use of this personal information should be directed to the University Registrar, University Hall, Room 209, McMaster University.

In addition to collecting personal information for its own purposes, McMaster University collects specific and limited personal information on behalf of the McMaster Student Union, the McMaster Association of Part-time Students and/or the McMaster Graduate Students Association. The groups use the information for the purpose of membership, administration, elections, annual general meetings, health plans and other related matters only. Please contact the relevant Student Union/Association office if you have questions about this collection, use and disclosure of your personal information.