

Benefits Department 4339 Stuart Andrew Blvd. Charlotte, NC 28217

Verification of Eligible North Carolina State Employment & Leave Balance Transfers

Completed forms should be emailed to leavedept@cms.k12.nc.us. This form must be transmitted directly from the employer to CMS and not by the employee or any other third party.

Part I: Employee information (To be completed by Employee)

Last First Maiden or Middle Social Security Number

Street Address City State Zip Code

I was employed with _____
Previous Employer

as a _____ from _____ to _____
Job Title Begin Date End Date

Part II: Confirmation of Employment (To be completed by Previous Employer)

1. Employment Information:

Dates of Employment		Employment Status		NC Retirement Contribution		Dates of Leave Without Pay	
Begin Date	End Date	Part Time	Full Time	Yes	No	Begin Date	End Date

2. Total Eligible NC State Service: _____ Years _____ Months

3. Was a longevity check issued when the employee left your organization? _____ Yes _____ No

a. If yes, was it a: ☐ Full Check Or ☐ Partial Check

b. If partial check, please indicate the fraction of a full check _____ Amount of Check _____

c. What is the employee's longevity date? _____

4. Leave Balances in Hours:

Annual Leave Hours _____ as of _____

Sick Leave Hours _____ as of _____

Personal Leave Hours _____ as of _____

5. Has Paid Parental Leave been approved during employment? Yes _____ No _____

a. If yes, what were the approval dates: From: _____ To: _____

b. How many hours were used during the approved Paid Parental Leave: _____ (hours)

c. If Paid Parental Leave was not exhausted, what is the remaining balance: _____ (hours)



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6. Contact Information:

Completed By: _____ Title: _____
School System/State Agency: _____
Address: _____
Phone Number: _____ Fax Number: _____
Authorized Signature: _____ Date: _____

NOTE: Employers who are unable to email a scanned copy of the completed form to leavedept@cms.k12.nc.us may fax or mail it directly to the Benefits Department at Charlotte-Mecklenburg Schools.

Instructions for Verification of Eligible NC State Employment form

The Verification of Eligible NC State Employment form allows for the transfer of permanent part-time and/or permanent full-time service (for NC State longevity purposes and leave accruals) from other NC school districts or NC State Agencies as outlined in the NC DPI Benefits and Employment Policy Manual.

NC does not allow for the transfer of leave accruals or service time from other states or countries.

It is the employee's responsibility to procure verification of prior NC state service and/or the transfer of leave accruals.

Total state service time affects the rate at which you earn annual leave as well as your eligibility for longevity pay, which is paid out once per year after you have completed a total of 10 years of eligible North Carolina state service.

It does **NOT**, however, affect the years of experience on an educator's license. An employee's salary schedule step may not equal the number of state service years.

If you have prior NC state service, you must:

1. Complete Part I of the Verification of Eligible North Carolina State Employment form and send it to each of your previous state employers.
2. Your previous employer(s) should complete Part II of the form and email it directly to Charlotte-Mecklenburg Schools at leavedept@cms.k12.nc.us. Employers who are unable to scan and/or email completed forms may fax it to 980.343.3996 or mail it to the address listed below.

Address: Benefits Department
Charlotte-Mecklenburg Schools
4339 Stuart Andrew Blvd.
Charlotte, NC 29217

For questions, contact the Benefits department at leavedept@cms.k12.nc.us or call 980.343.1754.