



ROMAN CATHOLIC DIOCESE OF
SAINT PETERSBURG

Catholic Service Verification Form – Paid Time Off Accrual

This form is used to verify prior years of service with the Diocese of Saint Petersburg and/or other Catholic entities for purposes of determining Paid Time Off (PTO) accrual eligibility in accordance with the Diocesan PTO Policy.

Employee Information

Employee Name: _____ Entity Name: _____
Paylocity Entity ID: _____ Position/Title: _____
Date Submitted: _____

Prior Catholic Service History

Please list all prior service with the Diocese of Saint Petersburg and/or other Catholic entities. Attach additional pages if necessary.

Catholic Entity #1

Name of Catholic Entity: _____ Arch/Diocese of: _____ N/A
From (MM/YYYY): ____/____ To (MM/YYYY): ____/____
Position/Role: _____

Catholic Entity #2

Name of Catholic Entity: _____ Arch/Diocese of: _____ N/A
From (MM/YYYY): ____/____ To (MM/YYYY): ____/____
Position/Role: _____

Catholic Entity #3

Name of Catholic Entity: _____ Arch/Diocese of: _____ N/A
From (MM/YYYY): ____/____ To (MM/YYYY): ____/____
Position/Role: _____

Catholic Entity #4

Name of Catholic Entity: _____ Arch/Diocese of: _____ N/A
From (MM/YYYY): ____/____ To (MM/YYYY): ____/____
Position/Role: _____

Additional pages attached

