**Instructions:**   
To effectuate a stoppage in service credit toward continuing or permanent appointment (without change to title, obligation or leave status), please complete and submit this form to Human Resource Management (HRM), Cleveland Hall 403, prior to the commencement of the clock stoppage. If you have not already done so for benefits purposes, you may be asked to submit documentation of the date of birth/adoption/foster care placement. HRM will acknowledge receipt of the request, determine a new continuing or permanent appointment eligibility date and notify the employee/supervisor/department. Note, this does NOT constitute a request for leave.

**EMPLOYEE INFORMATION:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Budget Title: |  |
| Department: |  | Supervisor: |  |

I am exercising my right to stop the clock for service credit toward continuing or permanent appointment due to the birth/adoption/foster care placement of my child.

**ACADEMIC EMPLOYEES:**

I am an academic employee, with an academic year obligation. I am requesting:

1 semester service credit clock stoppage; effective:

2 semesters service clock stoppage; effective:      

I am an academic employee, with a calendar year obligation. I am requesting:

6 months service credit clock stoppage; effective:

1-year service credit clock stoppage; effective:      

Applicable Board of Trustees Policies Article XI, Title B, §3(d)(3):

(3) A temporary cessation of service credit toward continuing appointment shall be provided, at the employee’s request, commencing with the birth/adoption/foster care placement of a child. Such written request by an academic employee with an academic year obligation shall be approved for the time requested, 1 semester or 2 semesters. Such written request by an academic employee with a calendar year obligation shall be approved for the time requested, 6 months or 1 year.

**PROFESSIONAL EMPLOYEES:**

I am a professional employee. The duration of my clock stoppage will be effective:      .

Applicable Board of Trustees Policies Article XI, Title C, §4(c)(3):

(3) A temporary cessation of service credit toward permanent appointment shall be provided, at the employee’s request, commencing with the birth/adoption/foster care placement of a child. Such written request by a professional employee shall be approved for the time requested up to the duration of their approved family leave.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature Date

**Human Resource Management Acknowledgment:**

This form has been received by Human Resource Management. A modified continuing or permanent appointment date will be calculated, and the employee/department/supervisor will be notified.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Human Resource Management Date

**Human Resource Management use only:**

|  |  |  |  |
| --- | --- | --- | --- |
| Current eligibility date for permanent or continuing appt: | |  | |
| New eligibility date for permanent or continuing appt: | |  | |
| Letter sent to employee (copy attached): | |  | |
| Supervisor notified: |  | SUNY HR date: |  |

Rev-1/2019