

**REQUEST TO STOP THE CLOCK TOWARD CONTINUING OR PERMANENT APPOINTMENT  
 FOR BIRTH/ADOPTION/FOSTER CARE PLACEMENT OF A CHILD**

**Instructions:** In order to effectuate a stoppage in service credit toward “tenure” or continuing or permanent appointment (without change to title, obligation or leave status), this form must be completed and submitted to Human Resources. The form should be completed and submitted prior to the commencement of the clock stoppage. Human Resources will acknowledge receipt of the request, determine a new continuing/permanent appointment eligibility date and notify the employee, supervisor, Dean and VP’s office. \*This does NOT constitute a request for leave.

**EMPLOYEE INFORMATION:**

Name:	Title:
Department:	Supervisor:

Please be advised that 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
  - 2 semesters service clock stoppage
- I am an academic employee, with a calendar year obligation. I am requesting:
  - 6 months service credit clock stoppage
  - 1 year service credit clock stoppage

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 \_\_\_\_\_.

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

\_\_\_\_\_  
 Date

**Acknowledgment:**

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

\_\_\_\_\_  
 Human Resources

\_\_\_\_\_  
 Date

**HUMAN RESOURCES ONLY:**

Current Projected Date of Perm/Cntg Appt:	New Projected Date of Perm/Cntg Appt:
SUNYHR:                      Date:	Letter Sent to Employee (copy attached): <input type="checkbox"/>