



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, along with a HRM-3 form, to Human Resources in UAB-300. 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/department. \*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 credit 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 Permanent/Continuing Appt:	New Projected Date of Permanent/Continuing Appt:
SUNYHR:      Date:	Letter Sent to Employee (copy attached): <input type="checkbox"/>