

Professional Employee Request for Prior Service Credit

## SUNY Policies of the Board of Trustees [XI, Title C.4(c) (1)]:

In determining eligibility for permanent appointment under this section, satisfactory full- time prior service in a professional title at any one college of the University may, at the request of the professional employee and in the discretion of the Chancellor, or designee, be credited as service, up to a maxi- mum of three years, at the time of appointment at another college. Waiver of all or part of this service credit shall be

granted upon written request of the excellege.	mployee to the c	chief administrati	ve officer r	oot later than six months after the date of a	ppointment at
Before submitting this request their immediate supervisor. W				sional staff employees should disc obtained, please forward to:	uss it with
To: Human Resources To South Campus, Buffa			toad,		
Date:					
				iter reviewing permanent appoint pproval of the credit for the follow	
Previous SUNY Campus	Payroll Titl	e	Full Time (Y/N)	Inclusive dates of employment MM/DD/YYYY-MM/MM/YYYY	Number of Years
Total Prior Service Credit Req	uested (Max	= 3 years):	yı	·s.	
Employee's Name (Please type	e/print)	Date		Signature	
Supervisor's Signature		Date		Department Head's Signature	
Provost/Executive Vice Presid Vice President's Signature	lent's/	Date			
President's Signature		Date			
	er, you will re	ceive a letter (	copied to	reviewed and verified by the so your unit head) confirming the continuent date.	
				choose to waive any or all of you ing format to the Director of Hun	

Resources.

After careful review and consider	ation, I have decided to	o waive all oryear(s	s) of the prior service
credited previously credited for m	e. My record should now	include year(s) of credi	ted prior service.
Name (Please type/print)	Date		

**Human Resources Division of Finance and Administration** 

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