Types of Changes

Change/Renewal of Appointment Type
Permanent Appointment: See “Reappointment Procedures” for Professional Employees.
Renewal of Temporary Appointment: Indicate beginning and ending dates.
Renewal of Term Appointment: Indicate number of years and beginning and ending dates.
Probationary Appointment: For Professional Employees who have a change in title.
Probation Completion (Classified Service only)

Change Terms of Appointment
Change Title, Salary or Obligation: Complete boxes specified for present and new terms.
Change Scheduled Hours, Shift and/or Pass Days: Complete boxes for other status and new.
Change Line Number: Complete boxes for other status and new or use Remarks if already used.
Change Department, and/or Account/Funding Source: Use Remarks section.
Change Supervisor: Complete boxes for other status and new or use Remarks if already used.
Change Personal Information (Name, SSN, Address, Other): Use Remarks section.

Leaves
Sabbatical Leave at Full Pay (Limited to one semester): See conditions below.
Sabbatical Leave at Half Pay (Up to one year): See conditions below.
(1) Applicants are required to file a statement outlining the program to be followed identifying any proposed income other than salary from the campus while on leave.
(2) Applicants are required to acknowledge an obligation to return to the University at Albany for a minimum of one year at the conclusion of their leave. Where justified, the President may request a waiver of this condition, which must be reviewed and approved by the Chancellor.
(3) If the faculty member fails to return for the minimum period, then he/she is obligated to reimburse all salary paid during the leave.
(4) All changes to an approved sabbatical plan must be approved, in writing, by the appropriate campus officer as soon as such need is known. At the University at Albany this will be the Vice President for Academic Affairs.
(5) The faculty member is required to submit an activity report as soon as possible following the leave, and no later than the end of the first full semester after return from the leave.
(6) In the event of illness or other unplanned circumstances that interrupt an approved sabbatical, the faculty member will be placed on another leave as appropriate, when in the discretion of the President such action is in the best interest of the University and the employee.
Sick Leave from Sick Leave Accruals: Attach Physician’s statement.
Sick Leave with Full or Partial Pay (After exhaustion of accruals): Indicate percent of pay.
Sick Leave without Pay: Indicate if pursuant to Family and Medical Leave Act.
Other Leave with Full or Partial Pay: Requires Chancellor’s approval for Professional Service.
Leave without Pay: Indicate purpose of leave including probationary leave or child care.
Unauthorized Leave (AWOL): Attach explanation for action.

Termination/Non-Renewal
Non-Renewal of Term Appointment: Indicate effective date.
Non-Renewal of Temporary Appointment: Indicate effective date.
Resigned: Attach resignation letter and indicate if resigning to accept other State employment.
Retired (Must apply to appropriate retirement system to begin collecting retirement benefits).
Termination of Classified Service Appointment: Indicate effective date.
Termination/Leave (Classified Service only): Also complete leave without pay section.
Deceased: Check box for other and indicate date and time (if known) of death.

Approvals
Only Supervisor/Department Head approval required for change in scheduled hours, shift and/or pass days, sick leave (Classified Service) and AWOL.
Leaves for Classified Service employees are not requested but are reported.