



Department of Civil Service

Albany, NY 12239

STAFFING SERVICES DIVISION

Request for Reconstructed Seniority Date
Under Section 80.3 or 80a.3

S-202 (4/2015 L)

PART 1 – TO BE COMPLETED BY AGENCY PERSONNEL OFFICE (Please Print or Type)

NAME AND ADDRESS OF REQUESTING AGENCY:

NAME OF EMPLOYEE Last	First	M.I.	SOCIAL SECURITY NUMBER
OTHER SURNAME BY WHICH EMPLOYEE MAY HAVE BEEN KNOWN			DATE OF PERMANENT REINSTATEMENT OR APPOINTMENT
METHOD OF APPOINTMENT: <input type="checkbox"/> Rule 5.4 <input type="checkbox"/> Eligible List <input type="checkbox"/> Other (Please Specify)			
APPOINTMENT TYPE: <input type="checkbox"/> Perm/Cont. Perm <input type="checkbox"/> Other (Please Specify)			
VETERANS' STATUS: <input type="checkbox"/> Disabled <input type="checkbox"/> Non-Disabled <input type="checkbox"/> Non-Veteran			
PREVIOUS CLASSIFIED SERVICE DATE (If Known)			DATE OF RESIGNATION

PART II – TO BE COMPLETED BY THE DEPARTMENT OF CIVIL SERVICE

PLEASE NOTIFY THE EMPLOYEE THAT...

- ☐ Employee is entitled to the reconstructed seniority date of: _____
- ☐ The adjusted seniority date, due to veterans' status, is: _____

Please record the applicable date(s) in your records:

- ☐ Employee is not entitled to a reconstructed seniority date because:
- ☐ Employee did not previously have permanent status in the classified service.
 - ☐ Employee has not reentered the competitive, non-competitive or labor class on a permanent basis.
 - ☐ Employee's break in service, minus three years, exceeds the length of the employee's previous service. Therefore, there is not service that can be credited.
 - ☐ The law cannot be applied to employees who returned to service on a permanent basis before October 17, 1985.
 - ☐ Employee's previous employment cannot be verified. No record of previous service can be found.
 - ☐ Other _____

EMPLOYMENT RECORDS SECTION _____ DATE _____