



Department of Civil Service

Albany, NY 12239

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

S-202 (4/15 L)

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

NAME AND ADDRESS OF REQUESTING AGENCY:

Form with fields for: NAME OF EMPLOYEE (Last, First, M.I.), SOCIAL SECURITY NUMBER, OTHER SURNAME, DATE OF PERMANENT REINSTATEMENT OR APPOINTMENT, METHOD OF APPOINTMENT, APPOINTMENT TYPE, VETERANS' STATUS, PREVIOUS CLASSIFIED SERVICE DATE, 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.
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.
Other

EMPLOYMENT RECORDS SECTION _____ DATE _____