



ILLINOIS

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

STATE SERVICE PRIOR TO CURRENT EMPLOYMENT

Personnel Rule 303.250 states that computation of vacation time of State employees who have interrupted continuous services shall be determined as though all previous State service is continued with present service.

In addition, Personnel Rule 303.105 provides for the reinstatement of previously accrued sick leave of an employee who resigns from state service on or after March 31, 1980. If you feel you might qualify for vacation and/or sick leave benefits based on prior state service, please see that your previous employer(s) complete(s) the bottom portion of this form and returns it to your personnel office.

TO BE COMPLETED BY EMPLOYEE:

Name: _____ Maiden Name (If applicable): _____

Social Security Number: _____

Name of former employer: _____
Department Division

Address: _____
Street City Zip

TO BE COMPLETED BY FORMER EMPLOYER:

Duration of employment: From: _____ To: _____
Month/Day/Year Month/Day/Year

Was employment in permanent full-time status? [] Yes [] No

If not, please explain: _____

Leave of absence without pay: From: _____ To: _____
Month/Day/Year Month/Day/Year

Reason: _____

Balance of sick leave at time of separation: _____ (NOT to include sick days paid under Rule 303.102)

Balance at time of separation: Vacation Time: _____ Personal Time: _____

Date of separation: _____

Verified by: _____
Name Title Date

Telephone: _____

Return to: Central Management Services - Timekeeping
401 South Spring Street, Room 414
Springfield, IL 62706