

I L L I N O I S 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 March31, 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: /Year Month/Day/Year	
Was employment in permanent full-time status?	Yes No	
If not, please explain:		
Leave of absence without pay: From: Month/Day/	To: /Year Month/Day/Year	
Reason:		
Balance of sick leave at time of separation:	(NOT to include sick days paid under Rule	e 303.102)
Balance at time of separation: Vacation Time:	Personal Time:	
Date of separation:	-	
Verified by: Name	Title	Date
Telephone:		
401 So	nagement Services - Timekeeping uth Spring Street, Room 414 Springfield, IL 62706	

Central Management Services requests disclosure of information that is necessary to accomplish its obligations, primarily the statutory purposes outlined under the Personnel Code (20 ILCS 415). Disclosure of the information requested on this form is mandatory, and failure to provide requested information may result in rejection of this form or delay in making a determination on eligibility or employment. Social Security numbers are used in the application and employment processes to identify and differentiate between candidates and/or employees. Confidentiality of Social Security numbers obtained through this application process will be preserved as prescribed by 5 ILCS 179 et seq.