



UNIVERSITY OF ILLINOIS SYSTEM

Request to Transfer Cumulative/Non-compensable Sick Leave & State of Illinois Prior Service Time

Employees who transfer to the University of Illinois from another State agency and complete the transfer within 120 days receive credit for unused and uncompensated sick leave accrued at the previous place of employment, provided that the transfer is to a position eligible for sick leave accrual. The transferred sick leave is credited to the employee's non-compensable balance. Vacation time is not accepted.

The employee should contact the appropriate office at the prior agency/institution that can verify the leave information to complete this form. Once completed, the form should be returned to the appropriate system or university human resources office listed at the bottom of this form.

Employee Name: _____ **UIN:** _____

Prior Illinois state agency/Institution: _____ **Separation Date:** _____

DATES OF EMPLOYMENT: FROM: _____ TO: _____

Name at time of employment if different: _____

I certify that, to the best of my knowledge, the information I have furnished above is correct. I understand that this data is subject to verification.

Signature of Employee: _____ **Date:** _____

TO BE COMPLETED BY A CERTIFYING OFFICIAL AT PRIOR AGENCY

At the University of Illinois, the transfer of compensable leave from other institutions is not accepted. Employees should thus be paid for any compensable leave that they have accrued at the institution they are leaving.

Number of hours of non-compensable sick balance at the time of separation: _____

DATES OF EMPLOYMENT: FROM: _____ TO: _____

EMPLOYEE STATUS: FULL TIME _____ PART TIME _____ PERMANENT _____ TEMPORARY _____

PERCENT TIME: _____ **APPROXIMATE NUMBER OF HRS PER WEEK:** _____

Signature of Certifying Official at Prior Agency: _____ **Date:** _____

Printed Name of Certifying Official at Prior Agency: _____

Title of Certifying Official at Prior Agency: _____

Telephone: _____ **Email Address:** _____

Completed form should be mailed/emailed to the appropriate university address as noted below:

University of Illinois at Urbana Illinois Human Resources 807 S. Wright St., Suite 420 M/C 310 Champaign, IL 61820 Phone: 217-333-6747 Email: ihr-dataops@illinois.edu	University of Illinois at Chicago Human Resources 715 S. Wood St., 4th Floor, M/C 900 Chicago, IL 60612 Email: uichrscivilservice@uillinois.edu	University of Illinois at Springfield Office of Human Resources One University Plaza, HRB-30 Springfield, IL 62703-5407 Phone: 217-206-6652 Email: uishr@uis.edu	System Human Resources 807 S. Wright St. 449 IUB, M/C 312 Champaign, IL 61820 Phone: 217-333-2600 Email: erhr@uillinois.edu
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