



UNIVERSITY OF ILLINOIS SYSTEM

Request to Transfer Cumulative/Noncompensable Sick Leave

This form should be used by benefit eligible employees who wish to request to have sick leave transferred from another Illinois state agency/institution, subject to the State Universities Civil Service System, to the University of Illinois. The employee should contact the appropriate office at the prior agency/institution who can verify the leave information to complete this form. The form should be returned to the appropriate system or university human resources office.

Employee Name _____ UIN _____

Prior Illinois state agency/institution: _____ Separation Date _____

Employment Date at the University of Illinois _____

NOTE: In order to request a transfer, a break in service between leaving the prior state agency/institution and joining the University of Illinois cannot be greater than 120 days. Requests must be made no later than six (6) months from the date of hire at the University of Illinois.

The University of Illinois does not accept compensable sick leave from other agencies/institutions. Employees should have been paid out for any remaining compensable sick leave at the time of separation. Noncompensable sick leave can be transferred and will be credited to the employee's noncompensable balance at the University of Illinois.

NOTE: Transfer of Vacation is not accepted at the University of Illinois.

Number of hours of cumulative/noncompensable sick leave to be transferred: _____
☐ 8 hr. day ☐ 7 ½ hr. day

Signature of Employee Requesting Transfer: _____ Date: _____

To be completed by Human Resource Representative in Prior Illinois State Agency:

Signature of Certifying Official: _____ Date: _____

Printed Name of Certifying Official: _____

Title: _____

Certifying Official Phone: _____ Certifying Official Email: _____

Completed form should be mailed 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	University of Illinois at Chicago Human Resources 715 S. Wood St., 4 th Floor, MC900 Chicago, IL 60612	University of Illinois at Springfield Office of Human Resources One University Plaza, HRB-30 Springfield, IL 62703-5407 Phone: 217-206-6652	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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