

**ILLINOIS STATE
UNIVERSITY**

*101 Nelson Smith Building
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Telephone: (309) 438-8311
Facsimile: (309) 438-7421
www.hr.ilstu.edu*

Office of Human Resources



Benefits Transfer From Other State Agencies

Use this form for the transfer of sick leave from another Illinois state agency to Illinois State University. Contact someone in Payroll or Human Resources at your former agency. A staff member of that office should complete this form and mail it to the Office of Human Resources, Illinois State University, Campus Box 1300, Normal, IL 61790-1300.

Transfer of Accumulative Sick Leave (Vacation transfer is not accepted by Illinois State University)

Employee Name _____ SSN _____

Prior Illinois state agency: Hire date _____ Termination date _____

Employment Date at Illinois State University: _____

(Break-in-Service must be 120 calendar days or less)

Basis of Sick Leave: Work Days Calendar Days (3 calendar days = 2 work days)

		Balance at Termination (in hours)	Paid at Termination (in hours)	Eligible for Transfer to ISU
A	Accumulative Sick Leave accrued before 1/1/84			
B	Accumulative Sick Leave accrued from 1/1/84 to 12/31/97			
C	Accumulative Sick Leave accrued after 12/31/97			
	Total			

If transferring employee receives payment equal to one-half of accumulative sick leave accrued from 1/1/84 to 12/31/97, Illinois State University will not accept any portion of that balance (see B above). Sick leave transferred to ISU will be posted to applicable sick leave balances.

Signature of Certifying Official at prior agency: _____ Date: _____

Title of Certifying Official at prior agency: _____

Signature of ISU employee requesting transfer: _____ Date: _____

Signature of ISU Human Resources Representative: _____ Date: _____