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VERIFICATION OF PRIOR STATE SERVICE

The Department of Central Management Services Personnel Rule 303.250 allows for prior state service to be utilized in determining the rate at which vacation is earned by State Employees.

If you have prior state service, you should contact the Personnel Office of the previous state department(s) you worked for to request that written verification of that service be sent to the following address:

Healthcare and Family Services
Division of Personnel and Administrative Services
2946 Old Rochester Road
Springfield, Illinois 62703

As of March 1, 1980, credit shall not be given for contractual or CETA employment.

The Department of Central Management Services 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 and returns within five years of the date of separation. If you think you might qualify for this benefit, please see that the personnel Office of the previous state agency provides this office with the information pertaining to any unused sick leave that can be restored.

Any credit for prior state service will be given from the date of receipt of verification in this office.

If you have any question, please feel free to contact Susan Caimi at (217) 785-9825.