



HUMAN RESOURCES

Illinois State University

Prior State of Illinois Employment Service Time Verification for Vacation Accrual Rate

The State Employee Vacation Time Act (5 ILCS 360/1) requires that vacation time of former State employees re-entering State employment shall be determined as though all previous State service which qualified for earning of vacation benefits is continuous with present service. Vacation accrual rates are dependent upon years of service verification. Upon certification the previous service reported for the employee named below will be added to the employee's present service on that date to determine the future vacation earnings. Former employer, please send completed form to Illinois State University Human Resources. Mailing address is: Campus Box 1300, Normal, IL 61790-1300. Fax: 309-438-7421.

TO BE COMPLETED BY EMPLOYEE:

Name: _____
(Last) (First) (Middle)

(Employee Signature) Date: _____

Former employers ID number: _____ UID number: _____

Former Employer: _____

(Send this form to your former employer so that they may complete their part of the form)

TO BE COMPLETED BY FORMER EMPLOYER:

Duration of employment that qualified for vacation benefits

From: _____ To: _____
(MM/DD/YYYY) (MM/DD/YYYY)

List all leaves of absences that were without pay in which vacation benefits were not accrued:

From: _____ To: _____
(MM/DD/YYYY) (MM/DD/YYYY)

From: _____ To: _____
(MM/DD/YYYY) (MM/DD/YYYY)

From: _____ To: _____
(MM/DD/YYYY) (MM/DD/YYYY)

(Print name) (Print title of authorized former employer representative)

(Signature of former employer representative) (Date) (Contact phone number)

TO BE COMPLETED BY ILLINOIS STATE UNIVERSITY – BENEFIT SERVICES

(Signature of ISU representative) (Date)