

State of Illinois
Department of Central Management Services
Illinois Federation of Public Employees (IFPE) - Employee Transfer Request

Request Date: _____

In accordance with Article XIX, Sections 1 and 3, RC-29, an employee who is deemed qualified and eligible may file a request for transfer if desiring to transfer with the same position classification (title) to a different work location or other Agency. The transfer request shall expire after one year from the date of receipt. If an employee declines three transfers after requesting a transfer, he/she shall be removed from the transfer list. An employee who transfers under this section will not be eligible to transfer again for one year.

Current Employment Information

Name: _____

Title: _____ Option: _____

Status: Probationary Certified Seniority Date: _____

Agency: _____

Division: _____

Work County: _____ Telephone: _____

Requesting Transfer To:

Agency: _____

Division: _____

Title: _____ Option: _____

Work County: _____ Location Preference: _____

Posting Identification Number, if applicable: _____

Signature: _____ Last 4 Digits of Social Security Number: _____