

**POLICY 12**  
**GROUP INSURANCE PLAN, WORKERS' AND UNEMPLOYMENT COMPENSATION**

**Rule 12.04 - Transfer to Another State University or State Agency Within the State of Illinois**

When an employee transfers from one State University or State Agency to another, the State Health (Medical, Dental, Vision) and State Term Life Plans may be transferred to the new agency with no lapse in coverage, provided the break in employment is ten (10) days or less.

**Regulation**

12.041 **Consultation With Benefits Staff**

The employee involved with a transfer should consult with the campus benefits centers at the Urbana and Chicago campuses or the human resources office at the Springfield campus to assure a timely transfer of insurance records to the new State Agency and to obtain information concerning any optional University plans in effect at the time of transfer.