

WARN NOTICES

Notice Must Be Provided To Illinois' Dislocated Worker Division:

Office of Employment and Training

Attention: John Ray

Illinois Department of Commerce & Economic Opportunity

500 East Monroe Street, 9th Floor

Springfield, IL 62701-1643

What the Notice must contain:

- The name and address of the employment site(s) where the plant closing or mass layoff will occur;
- Whether the planned action is expected to be permanent or temporary and if the entire plant is to be closed—a statement to that effect;
- The expected date of the first separation, and the anticipated schedule for making separations;
- The job titles of positions to be affected, and the number of affected employees in each job classification (for multiple sites, provide a list per site);
- A statement as to the existence of any applicable bumping rights;
- The name of each union representing the affected employees, and the name and address of the chief elected officer of each union—if none exist, so state; and
- The name and telephone number of a company official to contact for further information.

Also, please include the employer's Federal Identification Number, or FEIN, for the dislocating company on all WARN correspondence.

ILLINOIS WARN COMPLAINTS

Illinois WARN Complaints

To file a complaint regarding the Illinois WARN Act, please contact:

Jeff Naville, Division Manager

Conciliation and Mediation

Illinois Department of Labor

(217) 785-4420

Click here for WARN Complaint Form:

<http://www.illinois.gov/idol/forms/Documents/WARN%20Act%20Complaint%20Form.PDF>.