

## 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, 9<sup>th</sup> 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>.