



MERIT COMMISSION

Secretary of State • 421 E. Capitol • Springfield, IL 62756 • www.cyberdriveillinois.com

Written Request for Hearing

Date: _____

A written request for a hearing must be filed with the Merit Commission within 15 calendar days after the service of the written charges.

I hereby request a hearing in my own defense to the charges filed against me by the Department of _____, officially approved by the Director of the Department of Personnel, Secretary of State, State of Illinois, on the _____ day of _____, 20____, such hearing to be held within 45 days following the filing of this request in your office pursuant to 15 ILCS 310/9. These approved charges resulted in my: (check one)

- Discharge
- Suspension for a period of more than 30 days in any 12-month period
- Demotion

Employee Signature

Employee Name (please print)

Address

City/State/Zip Code

Telephone