**Section 302.660 Suspension Totaling More than Thirty Days in any Twelve Month Period**

The agency head or a designee may, after complying with the procedures set forth in this Part, initiate a disciplinary suspension of any employee totaling more than 30 days in any 12 month period and if such employee is certified, the agency shall file written charges for such suspension with the Director in the form and manner prescribed. Such written charges shall be signed by the head of the operating agency or designee, and shall contain a clear and concise statement of facts showing good cause for such suspension. The charges shall be accompanied by a copy of the employee's performance records. Unless delay in the imposition of discipline will result in clear harm or damage to an agency, the employee shall be informed in writing of the proposed suspension and the reasons therefor at least 6 working days prior to the effective date of the proposed suspension and be provided with copies of pertinent documents on which the proposed suspension is based. The employee shall have 5 working days after being informed of the proposed suspension within which to address to the agency head or designee written rebuttal to the reasons given for the suspension. A decision of an agency head or designee not to suspend the employee shall be rendered in writing before the proposed suspension date.

(Source: Amended at 10 Ill. Reg. 13940, effective September 1, 1986)