**Section 302.840 Renewal Procedures**

a) At least sixty (60) days prior to the termination of a Term Appointment the Director shall notify the Director or Chairman of the Department, Board or Commission and the employee, that the incumbent's term automatically expires on the last calendar day preceding the fourth anniversary of the appointment date unless the Director or Chairman renews the "Term Appointment". The Director or Chairman will notify the employee, in writing, prior to the expiration of the term of the intention to renew or not to renew the appointment. A copy of said letter shall be sent to the Director of Central Management Services.

b) The Director or Chairman shall advise the Director of Central Management Services in writing, whether the employee's term has been renewed or allowed to expire automatically. Failure to notify the Director of Central Management Services prior to the expiration of the appointment shall be deemed termination by the employing Director or Chairman.

(Source: Amended at 18 Ill. Reg. 1892, effective January 25, 1994)