**Section 230.230 Contents of Employer Notice**

a) Employer notice to each affected employee shall contain:

1) a statement as to whether the planned action is expected to be permanent or temporary and a statement concerning whether the entire plant is to be closed;

2) the expected date when the plant closing or mass layoff will commence and the expected date when the individual employee will be separated;

3) an indication as to whether bumping rights exist; and

4) the name and telephone number of a company official to contact for further information.

b) Employer notice to representatives of affected employees shall contain:

1) the name and address of the employment site where the plant closing or mass layoff will occur and the name and telephone number of a company official to contact for further information;

2) a statement as to whether the planned action is expected to be permanent or temporary and a statement regarding whether the entire plant is to be closed;

3) the expected date of the first separation and the anticipated schedule for making separations; and

4) the job titles of positions to be affected and the names of workers currently holding affected jobs.

c) Employer notice to the Department of Commerce and Economic Opportunity, the Illinois Department of Labor and the chief elected official of each municipal and county government within which the mass layoff or plant closing occurs shall contain:

1) the name and address of the employment site where the plant closing or mass layoff will occur and the name and telephone number of a company official to contact for further information;

2) a statement as to whether the planned action is expected to be permanent or temporary and a statement whether the entire plant is to be closed;

3) the expected date of the first separation and the anticipated schedule for making separations;

4) the job titles of positions to be affected and the number of affected employees in each job classification;

5) an indication as to whether bumping rights exist; and

6) the name of each union representing affected employees and the name and address of the chief elected officer of each union.

d) An alternate employer notice may be given in lieu of the notice requirements set forth in subsection (c). However, an employer shall maintain the other information that is required by subsection (c) on site and be able to produce this information upon request. Failure to produce this information upon request is deemed a failure to give the required notice. An employer giving alternate notice under this subsection (d) shall provide:

1) the name and address of the employment site where the plant closing or mass layoff will occur and the name and telephone number of a company official to contact for further information;

2) the expected date of the first separation; and

3) the number of affected employees.