

San Francisco Campus

SAMPLE LETTER
NOTICE OF LAYOFF or INVOLUNTARY REDUCTION IN TIME

Non-Senate Academic Appointees

I regret to inform you that due to (e.g., *budgetary reasons, lack of work or programmatic needs – if available, provide specifics such as name of grant that is ending or program that is closing*) you will be placed on (*Indefinite Layoff or Involuntary Reduction in Time*) effective (*date*).

Upon receipt of a copy of this letter, the Office of Benefits and Financial Planning will send you a letter describing the effect of (*indefinite layoff or involuntary reduction in time*) on your University benefits and information regarding the availability of health care coverage continuation under the COBRA Act. If you have questions regarding your benefits, please contact the Benefits office at 476-1400.

You may be eligible to receive Unemployment Insurance benefits. To determine your eligibility you must file a claim at a local office of the State of California Employment Development.

You will remain on (*Indefinite Layoff or Involuntary Reduction in Time*) status through _____ (*date appointment would have expired, but no more than one year – see APM 145-34(a)*). For further information, a copy of Academic Personnel Manual (APM) 145, “Non-Senate Academic Appointees/Layoff Policy” is enclosed.

Information about campus and other employment opportunities can be found on the campus Academic Personnel website at <http://academicaffairs.ucsf.edu/acapers/jobs.php> .

(*If appropriate, add closing paragraph of appreciation for the employee’s contributions to the unit.*)

Supervisor’s Signature

cc: Department Chair
Dean’s Office - Academic Personnel
Benefits and Financial Planning, Box 0918
Academic Personnel Office, Box 0401

Notes for departmental use:

- Prior to initiating the action, review Academic Personnel Manual (APM) 145-30 which can be found at <http://www.ucop.edu/acadadv/acadpers/apm/apm-145.pdf> to determine order of layoff.
- Supervisor must consult with the Department Chair or designee, department academic personnel administrator, and Dean’s Office for Academic Affairs prior to initiating the action. Questions regarding policy and process can be directed to Cynthia Lynch Leathers, Director of Academic Personnel at 476-2888.
- Following consultation with Department Chair and Dean’s Office, the appointee must be notified in writing not less than 30 days in advance of the effective date of the layoff or involuntary reduction in time.

- ❑ The department must recall any appointees who are laid off or whose time is involuntarily reduced into any vacant position in the same title series for which they are qualified (see APM 145-34(d)).
- ❑ Appropriate pay may be given in lieu of notice.
- ❑ Be sure to include a copy of Academic Personnel Manual section 145 with the notice of layoff.
- ❑ It is strongly recommended that the layoff/reduction in time be discussed with the employee before he/she receives the letter.
- ❑ A copy of the notice letter must be sent to Benefits & Financial Planning immediately.
- ❑ A roster of appointees on layoff or involuntary reduction in time status will be maintained by Cynthia Lynch Leathers at cal@acadpers.ucsf.edu.
- ❑ If the employee has questions about University policy or their rights to grieve the action, they may be directed to Cynthia Lynch Leathers, Director of Academic Personnel at 476-2888.