



# UC SANTA CRUZ STAFF HUMAN RESOURCES

## Layoff Worksheet

<b>Campus Unit:</b>	<b>Date:</b>
<b>Employee Name:</b>	<b>Current FTE:</b>
<b>Classification:</b>	<b>Current percentage of time:</b>
<b>Personnel Program/Collective Bargaining Unit:</b>	
<b>TYPE OF LAYOFF</b>	
<input type="checkbox"/> <b>Indefinite Layoff</b> <b>Effective Date:</b> _____ <b>Proposed Employee Notice Date:</b> _____	
<input type="checkbox"/> <b>Temporary Layoff</b> <b>Effective From:</b> ____ <b>To</b> ____ <b>Proposed Employee Notice Date:</b> _____	
<input type="checkbox"/> <b>Indefinite Reduction in Time</b> <b>New FTE:</b> _____ <b>Effective Date:</b> _____ <b>New Percentage of Time:</b> _____	
<b>Designation of Appointment to Partial Year Career (Furlough)</b> <b>Number of months:</b> _____ <b>Proposed Employee Notice Date:</b> _____ <b>Specify Months:</b> _____	
<input type="checkbox"/> <b>Temporary Reduction</b> <b>Effective From:</b> _____ <b>To</b> _____ <b>New Percentage of Time:</b> _____ <b>Proposed Employee Notice Date:</b> _____	
<b>Reason for Layoff:</b> _____ _____ _____	
<b>Seniority calculation- Full-time equivalent months (or hours) of University service:</b> _____ <i>Instructions: Determine seniority for all employees in the layoff classification within the layoff unit. The calculation of seniority varies between non-represented employees and those employees represented by a union. For non-represented employees, seniority is calculated using all limited and career hours on pay status (excluding overtime) since the last break in service; count extended sick leave as 100% hours; include military leave; and calculate START participants seniority at the rate prior to their voluntary reduction in time (Note: a review of personnel and payroll records may be necessary for accuracy); divide total hours by 174. For those employees represented by a union, refer to the appropriate contract article.</i>	
<b>Is employee least senior in the classification noted above?</b> <b>Yes</b> _____ <b>No</b> _____ If No, provide a statement of justification in "Comments" below and list all employees in the unit in the same classification with seniority.	
<b>Are there any limited or casual restricted employees/positions to be retained due to operational necessity?</b> <b>Yes</b> _____ <b>No</b> _____ <b>If Yes, please explain:</b> _____	
<b>Preferential Rehire Eligibility:</b> <b>Yes</b> _____ <b>No</b> _____ <b>Number of years on Preferential Rehire:</b> _____	
<b>Reviewed by:</b> _____ <b>Date:</b> _____ <div style="text-align: center; font-size: small;">Service Team Representative</div>	
<b>Unit Head Signature:</b> _____ <b>Date:</b> _____ <i>(if appropriate)</i>	
<b>Administrative Officer Signature:</b> _____ <b>Date:</b> _____ <i>(if appropriate)</i>	
<b>Comments:</b> _____	