



### Layoff Worksheet: Represented Employees

Department/Layoff Unit:	Date:
Employee Name:	Current FTE:
Classification:	Current percentage of time:
Collective Bargaining Unit:	

#### Type of Layoff

<input type="checkbox"/> Indefinite Layoff	Effective Date: _____	Proposed Employee Notice Date: _____
<input type="checkbox"/> Temporary Layoff	Effective From: _____ To _____	Proposed Employee Notice Date: _____
<input type="checkbox"/> Indefinite Reduction in Time	Effective Date: _____	New FTE: _____
		New Percentage of Time: _____
Designation of Appointment to Partial Year Career (Furlough)		
Number of Months: _____		Proposed Employee Notice Date: _____
Specify Months: _____		

#### Reason for Layoff:

**Are there any limited or casual restricted employees/positions to be retained due to operational necessity?**  
 Yes  No If Yes, provide a statement of justification. \_\_\_\_\_

**Seniority calculation** - Full-time equivalent months (or hours) of University service: \_\_\_\_\_

**Is employee least senior in the classification noted above?**  Yes  No  
 If No, provide a statement of justification and list all employees in the unit in the same classification with more seniority.  
 \_\_\_\_\_

<b>Recall Eligibility:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Number of years on Recall: _____
<b>Preferential Rehire Eligibility:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Number of years on Preferential Rehire: _____
<b>Severance Pay Eligibility:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Number of weeks of Severance: _____

**Reviewed by:** \_\_\_\_\_ Date \_\_\_\_\_  
 \_\_\_\_\_ ELR Analyst