

Layoff Proposal - Business Plan for Policy-Covered Employees

Dept Contact Name: _____ Phone: _____ Email: _____

Department: _____ Layoff Unit: _____

The Business Plan shall include information to support a business need and the reason for the layoff. Refer to [this procedure](#) for details.

Employee Information:

Employee Name: _____ Current FTE: _____ Current percentage of time: _____

Severance Pay Eligibility: Yes No Number of weeks of Severance: _____

Preferential Rehire Eligibility: Yes No Number of years on Preferential Rehire: _____

Type of Layoff:

Indefinite Layoff Effective Date: _____ Proposed Employee Notice Date: _____

Indefinite Reduction in Time Effective Date: _____ Proposed Employee Notice Date: _____

New FTE: _____ New percentage of time: _____

Designation of Appointment to Partial Year Career (Furlough) Number of Months: _____ Specify Months: _____

Reason for Layoff:

Lack of Funds Lack of Work Reorganization

Explanation: *(i.e., why funding lost, why there is a lack of work, reasons for reorganization)*

Layoff Justification:

To determine the order of layoff the [Layoff Justification Template](#) must be included with Business Plan. The template documents the information required to determine the order of layoff: performance appraisals, relevant Skills, Knowledge and Abilities, discipline records and seniority.

Layoff Justification Template attached

Disposition of Work:

Identify what work is being eliminated and what work will be performed by other employees. Attach organizational charts reflecting the department structure before and after the layoff.

Reviewed By: _____ Date: _____

Unit Head or Designee Signature *(if appropriate)*: _____ Date: _____

Principal Officer or Designee Signature *(if appropriate)*: _____ Date: _____