Academic Researchers (RA) Unit - Sample Indefinite Layoff Letter

[Department Letterhead]

Proof of Service – Personal Delivery

[Date] *NOTE TO DEPARTMENT (to be removed from letter): Whenever possible, a academic researcher employee will receive at least 45 calendar days advance notice; if less than 45 calendar days’ notice is given, the employee shall receive pay in lieu of notice for the portion of the 45 days for which notice was not provided.*

To: [Employee Name]

[Title, Department Name]

From: [Supervisor Name]

[Title, Department Name]

Subject: Notification of Indefinite Layoff

In accordance with [Article 11 of the Agreement between the University and the UAW Local 5810](https://ucnet.universityofcalifornia.edu/labor/bargaining-units/ra/docs/ra_00_2022-ta_agreement.pdf) , I regret to inform you that because of lack of funding, it is necessary to place you on indefinite layoff, effective May 1, 2020. Your last day on pay status will be April 30, 2020.

If interested in other career opportunities at UC Riverside, please contact the [Talent Acquisition and Diversity Outreach](http://hr.ucr.edu/education.html) office in Human Resources via email at careers@ucr.edu, or at (951) 827-3575, for information on current job openings and application procedures. You may also visit the UCR Jobs website at <https://jobs.ucr.edu>.

If you have any questions regarding UC-sponsored insurance plans or retirement savings plans, please contact the [Benefits Office](http://hr.ucr.edu/benefits.html) in Human Resources at (951) 827-4766, or via email at benefits@ucr.edu, to discuss your options. Additional resources are presented to you in the enclosed Resources for Employees who Have Received a Notice of Layoff.

Below are some important benefits considerations associated with an Indefinite Layoff:

* Your medical, dental and vision insurance coverage will end on [last calendar day date of separation month], provided you have paid any required employee portion of these premiums. Information on the effect of your layoff on any health insurance plans you are enrolled in through the University, as well as how to continue coverage under those plans, will be forwarded to your home. Included will be information on how to continue coverage under those plans. You will be eligible to purchase coverage under COBRA (The Consolidated Omnibus Budget Reconciliation Act of 1985: <https://www.dol.gov/general/topic/health-plans/cobra>) for a period of up to 18 months. You will receive a COBRA election packet from WageWorks within 4 weeks of your separation date.
* UC Retirement Savings Program information concerning any funds you may have in the Deferred Contribution Plan, the Tax-Deferred 403(b) Plan, and the 457(b) Deferred Compensation Plan, can be obtained by contacting Fidelity Retirement Services at 1-866-682-7787 or online at: <http://netbenefits.com/>. You can also access your retirement savings information on the UC Retirement At Your Service (UCRAYS) website at [https://retirementatyourservice.ucop.edu](https://retirementatyourservice.ucop.edu/).

As an employee on layoff status, you may be eligible to receive [unemployment insurance](https://edd.ca.gov/en/unemployment/) benefits. To determine your eligibility, you must file a claim at a local office of the State of California Employment Development Department (EDD). You may also file a claim by calling EDD at 1-800-300-5616 or via the Internet at www.edd.ca.gov. Additionally, a UCR Human Resources representative is available at (951) 827-3641 to provide you with information regarding eligibility considerations.

I would like to take this opportunity to express the Department’s appreciation for your service. You have been a valuable member of the [department name] and your contributions have been greatly appreciated.

If you have any questions regarding your transition from University employment, please feel free to contact [Name of Human Resources Business Partner] at 951-827-xxxx.

[signature]

[supervisor or Department Chair’s name]

[title]

Attachments: Resources for Employees who Have Received Notice of Layoff

 Proof of Service Form

cc: Department Chair

Academic Personnel Office

HR - Employee & Labor Relations

 HR - Talent Acquisition & Diversity Outreach

 HR - Benefits

 College Academic Personnel Director

UAW Local 5810

 Department Personnel File