PPSM-Covered Professional and Support Staff - Sample Indefinite Layoff Letter

[Department Letterhead]

Proof of Service

[Date] ***NOTE TO DEPARTMENT:*** *Under PPSM 60 an employee will receive at least 30 calendar days advance written notice. Advance notice is expected to be provided, however, in circumstances where advance notice is not provided, pay shall be provided in lieu of notice.*

To: [Employee Name]

[Title, Department Name]

From: [Supervisor Name]

[Title, Department Name]

Subject: Notice of Indefinite Layoff

In accordance with [Personnel Policies for Staff Members Policy (PPSM) 60 - Layoff](https://policy.ucop.edu/doc/4010429/PPSM-60), I regret to inform you that due to [budgetary/operational considerations, lack of work, reorganization] it is necessary to place you on indefinite layoff, effective [date]. Your last day on pay status will be [date].

Under PPSM 60, a career employee who has received a notice of indefinite layoff shall receive one week (5 workdays) of salary per full year of University service from the most recent break in service, up to a maximum of 16 weeks of base pay. As an employee with [enter number] years of service, you are entitled to [enter number] weeks of severance pay, in the amount of $\_\_\_\_\_\_. Please note that if you receive severance pay under this policy and you return to work at the University in a career position at the same or higher salary and at the same percentage of time as the position held at the time of layoff, you shall repay to the University any portion of severance pay received that is in excess of the time you were on layoff status.

If interested in other positions at UC Riverside, please contact the Talent Acquisition and Diversity Outreach office in Human Resources via email at [careers@ucr.edu](mailto:careers@ucr.edu), or at 951-827-3575, for information regarding employment opportunities and procedures. You may also visit the UCR Jobs website at <https://jobs.ucr.edu>

Additionally, outplacement/career transition services are available at no cost to UCR employees who have received a Notice of Indefinite Layoff and may need assistance with a job search. Interested employees should refer to the enclosed document “CareerArc – Career Transition Services” for information.

If you have any questions regarding UC-sponsored insurance plans, retirement savings plans, or are considering retirement from UC, please contact the Benefits Office in Human Resources at (951) 827-4766, or via email at [benefits@ucr.edu](mailto:benefits@ucr.edu), to discuss your options.

**Below are some important benefits considerations associated with an indefinite layoff**:

* Your medical, dental and vision insurance coverage will end on [enter last calendar day of separation month], provided you have paid any required employee portion of these premiums. Information on the impact 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. You will be able 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 Discovery Benefits/WEX 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/>.
* If you are vested in the University of California Retirement Plan (UCRP) due to having five or more years of UCRP Service Credit, and you are under age 50, you may be eligible to elect inactive membership. If you are vested and you have reached the minimum retirement age (50 or 55 depending on your UCRP membership classification and member tier), you may be eligible to elect retirement income or a lump-sum cash out. To access your retirement information, please visit the UC Retirement At Your Service (UCRAYS) website at <https://retirementatyourservice.ucop.edu>. To discuss your retirement plan options with a retirement benefits representative, please contact the Benefits Office at (951) 827-4766 or the UC Retirement Administration Service Center (RASC) at 1-800-888-8267 or online at: <https://ucnet.universityofcalifornia.edu/contacts/rasc.html>. *Please note that if you decide to retire,* you’ll need to do so within 120 days of separating from UC employment if you want to continue any UC benefits you’re eligible for as a retiree.

As an employee on layoff status, 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 Department (EDD). You may also file a claim by calling EDD at 1-800-300-5616 or via the Internet at <https://edd.ca.gov/>. Additionally, a Human Resources representative is available at (951) 827-3641, or at employee.relations@ucr.edu, to provide you with information regarding considerations in determining eligibility. For more detailed information, please see also the enclosed information, “Unemployment Insurance Resources.”

Be sure to review also the enclosed “Resources for Employees Who Have Received Notice of Layoff,” which contains, in one document, contact information for the resources described above.

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

If you have questions regarding your transition from University employment, please contact [name of HRBP], [title], [department], at [email/phone]

Enclosures: Proof of Service Form

Resources for Employees who Have Received Notice of Layoff

Unemployment Insurance Resources

CareerArc – Career Transition Services

cc: HR - Employee & Labor Relations

HR -Talent Acquisition & Diversity Outreach

HR - Benefits

Organizational Unit HR Business Partner

Department Personnel File