*Non-Senate Instructional Unit, Continuing Lecturer (IX) Unit - Sample Indefinite Layoff Letter*

SAMPLE LETTER FOR CONTINUING APPOINTEE

[Department Letterhead]

Proof of Service

[Date] *NOTE TO DEPARTMENT (to be removed from letter): An employee will receive 12 months advance written notice of full separation from employment resulting from layoff. When the required advance notice is not provided the University will provide pay in lieu of notice.*

To: [Employee Name]

[Title, Department Name]

From: [Dept. Chair Name]

[Chair, Department Name]

Subject: Notification of Indefinite Layoff – Full Separation

In accordance with [Article 17, Section F.1.a.1 of the Non-Senate Instructional Unit Memorandum of Understanding (MOU)](https://ucnet.universityofcalifornia.edu/labor/bargaining-units/ix/docs/ix_2016-2020_17_layoff.pdf), I regret to inform you that due to (state reason(s), i.e., lack of work, budgetary considerations, or programmatic changes that results in lack of work) it is necessary to place you on indefinite layoff effective \_\_\_\_\_\_ [Date]. Your last day on pay status will be \_\_\_\_\_ [Date]. [*If pay in lieu is applicable, include the following sentence:* *Consistent with Article 17 Section F.1.b., you will also receive \_\_\_\_\_\_calendar days pay in lieu of notice for the period from \_\_\_\_\_\_\_\_\_\_ through \_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_.]*

You will be on layoff status for two (2) years from \_\_\_\_\_\_\_\_\_\_\_ [same layoff effective date as paragraph 1], the effective date of this action, and will be eligible for reemployment consideration in accordance with Article 17, Section H.

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, to discuss your options. Additional resources are presented to you in the attached Resources for Employees who Have Received Notice of Layoff.

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 [www.edd.ca.gov](file:///C:\Users\marielar\AppData\Roaming\Microsoft\Word\www.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.

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 951-827-[XXXX ].

[supervisor’s signature]

[name]

[title]

Enclosures: Proof of Service Form

Resources for Employees who Have Received Notice of Layoff

cc: Dean’s Office

Academic Personnel Office

HR - Employee and Labor Relations

HR - Benefits

Personnel File

UC-AFT (Joshua Fenton, President, UC-AFT Local 1966, [fentonjp@gmail.com](mailto:fentonjp@gmail.com))

***NOTE TO DEPARTMENT****: The IX contract requires concurrent notice of this action to the UC-AFT; therefore, departments must provide a copy of the above letter to Employee and Labor Relations along with the proof of service form at the time the employee is notified.*