*Professional Librarian (LX) Unit - Sample Indefinite Layoff Letter*

[Department Letterhead]

Proof of Service – Personal Delivery [or via U.S. Mail]

[Date]

To: [Employee Name and Title]

[Department Name and Code]

From: [Supervisor Name and Title]

Subject: Notification of Indefinite Layoff

I regret to inform you that due to (budgetary/operational considerations) it is necessary to place you on indefinite layoff effective [date]. Your last day on pay status will be [date].

NOTE TO DEPARTMENT (to be removed from letter): An employee will receive at least 90 calendar days advance written notice prior to the effective date of the indefinite layoff.

You will have the right to recall in this department ([see Article 8, Section F.1](https://ucnet.universityofcalifornia.edu/labor/bargaining-units/lx/docs/lx_2019-2024_08_layoff.pdf)) and the right to preferential rehire status in this and other departments on campus ([see Article 8, Section F.2](https://ucnet.universityofcalifornia.edu/labor/bargaining-units/lx/docs/lx_2019-2024_08_layoff.pdf)). You have the right to recall in this department for a one (1) year period beginning (the effective date of layoff). Right to recall applies when the University decides to fill the same position from which you have been laid off; you will be recalled to the position at the same rank and step and with career status (if obtained prior to being laid off), provided you are available to begin work.

You will have reemployment status in this and other departments beginning (date notice provided) and extending for a one (1) year period from the effective date of layoff. Reemployment consideration applies to non-temporary positions in the Professional Librarians bargaining unit on campus, at the same rank and step (for librarian w/ career status) or same or lower rank and step (for librarian w/ potential career status) for which you are fully qualified, provided you are available to begin work.

AT DEPARTMENT’S DISCRETION ADD: In addition, should you desire, your department will provide you with employment transition services for six (6) months through the University’s vendor CareerArc. Please contact me at 951-827-[ ] to begin this service.

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 via voice message system at (951) 827-1430, for information on employment opportunities and procedures, as well as services available to you.

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 Indefinite Layoff:

* Your medical, dental and vision insurance coverage will end on [last 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 receive a COBRA 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/>.
* 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 age 50, or over, you may be eligible to elect retirement income or a lump-sum cash out. 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>.

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](http://www.edd.ca.gov). However, a 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 [name of department], and your contributions have been greatly appreciated.

If you have any questions or need assistance with matters not addressed in this letter, please feel free to contact [name of HR Business Partner] at 951-827-[ ].

Attachments: Resources for Employees who Have Received Notice of Layoff

cc: Academic Personnel Office

HR - Employee & Labor Relations

HR - Talent Acquisition & Diversity Outreach

HR - Benefits

Organizational Unit HR Business Partner

UC-AFT (Local 1966)

Department Personnel File

NOTE TO DEPARTMENT: The LX 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. Article 8.B.4 requires the University, within 20 calendar days of notification of layoff, to provide the UC-AFT with available financial and other information related to the layoff. Please copy Labor Relations on provision of this information.