(DATE) ***Delivered Via Certified Mail***

(NAME)

(ADDRESS)

(ADDRESS)

RE: Notification of Temporary Layoff

Dear (NAME):

I regret to inform you that due to budgetary reasons, it is necessary for the department to temporarily reduce its staff, in the classification of [Title Code]. You will be temporarily laid off effective [Date], with a return to work date of [Date]. [Return to Work Date cannot be later than 120 calendar days from effective date]. If this date changes, you will be given 14 calendar days notice of the new return to work date.

Attached is a copy of Article, 16 – Layoff and Reduction in Time, of the University of California and University Professional and Technical Employees (UPTE), Technical Unit (RX) Bargaining Agreement. I strongly encourage you to read this article so that you may fully understand your rights and obligations. You may also want to review the Agreement in its entirety online at:  
[http://atyourservice.ucop.edu/employees/policies\_employee\_labor\_relations/collective\_bargaining\_units/technical\_RX/agreement.html](http://atyourservice.ucop.edu/employees/policies_employee_labor_relations/collective_bargaining_units/technical_tx/agreement.html), or speak with a union representative.

There are important benefits considerations associated with Temporary Layoff. Please note that some actions have deadlines. Once you’ve reviewed the materials available, you are welcome to contact the Human Resources – Benefits Office at 209-228-2363 with any questions.

* The enclosed Temporary Layoff Checklist provides an overview of the impact of layoff on your UC-sponsored plans, and explains which benefits end, and which can be continued.
* The UC contributions for your medical, dental and vision plans will continue during the period of temporary layoff. However, you are still responsible for the employee portion of the medical premium and any other premiums normally deducted from your paycheck. In the event you do not have a paycheck or if your paycheck does not cover the cost of benefit premiums, you would need to make arrangements to pay the cost of the premiums with the Benefits Office.
* Please note that short term and supplemental disability coverage stop on your last day actively at work.
* At this time, you may want to review your retirement plan contributions and adjust accordingly, if necessary. Information concerning any funds you may have in the Tax-Deferred 403(b) Plan, and the 457(b) Deferred Compensation Plan, can be obtained by contacting Fidelity Retirement Services (formerly FITSCo) at 1-866-682-7787, 5 a.m. to 9 p.m., PT, or online at: <http://netbenefits.com>.

You may be eligible for unemployment insurance. Please contact the local California State Employment Development office for eligibility and claim requirements.

You are expected to return to work on [date], and must notify the Department in advance if you are unable to do so. If you have any questions, please contact me.

Sincerely,

Name

Title

Attachments: Proof of Service

Article 16 of the UC-UPTE (RX) Agreement

Temporary Layoff Benefits Checklist

cc: Labor Relations

Personnel File

UPTE