

Return to Layoff Status Letter

Date

Name
Title

RE: Return to Layoff Status From Trial Employment

In accordance with Article _____ of the Agreement (cite Policy and PPSM if not represented) between the University of California and _____, this is to inform you that you will be returned to layoff status effective _____.

Please contact _____, Employment Representative, at (949) 824-____ to discuss employment rights, opportunities, and procedures, as well as services available to you through the Campus Reemployment Program.

Please contact _____(Benefits Representative) in Human Resources at (949) 824-____ to discuss important options that may be available to you regarding the continuation of your insurance and retirement benefits.

You may be eligible for Unemployment Insurance. You can get details and apply for benefits at your local office of the California State Employment Development Department (EDD).

Department Head

c: Employment Representative
 Benefits Representative
 Consulting and Labor Relations
 HR file