

PA Comments Language

Layoff:

Effective ___/___/___ layoff from (job class) per (GGU Art. 12, SU Art. 17, CEA Art. 21, LTC Art. 22.04, PSEA Art. 18, ACOA Art. 10) layoff rights expire ___/___/___.

Attachments: Layoff Notice, Conditions of Employment

Upon Return From Layoff (if available), Employment Clearance Form, Performance Evaluation (if applicable)

For Demotion in Lieu of Layoff Within the Layoff Organizational Unit (Bumping for GGU & SU Only):

Effective ___/___/___ demotion in lieu of layoff within the organizational unit per (GGU Art. 12.03.C, SU Art 17.3.C) Step placement per (GGU Art. 12.03.D; SU Art 17.3.D). Retains layoff rights to (job class). Layoff rights expire ___/___/___.

Attachments: Pre-Employment Certification Form, Conditions of Employment Upon Return From Layoff (if available), Employment Clearance Form (if applicable), Performance Evaluation (if applicable)

For Demotion in Lieu of Layoff:

Effective ___/___/___ demotion in lieu of layoff per (GGU Art. 11.08.E, SU Art. 18.8.B.4, LTC Art. 22.04.C, ACOA Art 9.5.E) Retains layoff rights to (job class). Layoff rights expire ___/___/___.

Attachments: Pre-Employment Certification Form, Conditions of Employment Upon Return From Layoff (if available), Employment Clearance Form (if applicable), Performance Evaluation (if applicable)

Change in Status/Layoff:

Effective ___/___/___ change in position status from (status) to (status). Employee retains layoff rights to (list status: full-time, part-time, seasonal) (job class) per (GGU Art 12.01.C, SU 17.1.C). Layoff rights expire ___/___/___. Attachment: Conditions of Employment Upon Return from Layoff (if available)

Resigned While on Layoff:

Effective ___/___/___ resignation from layoff status. Last day worked ___/___/___ . Employee relinquishes all layoff rights.

Attachment: Resignation Letter

Retirement/Relinquished Layoff Rights:

Effective ___/___/___ retirement. Last day worked ___/___/___ . Employee relinquishes all layoff rights.

Attachment: Letter Relinquishing Layoff Rights

Declined Recall or No Response to Recall From Layoff:

Separation effective ___/___/___ . (Declined recall or no response to recall) from layoff to PCN _____.

Expired Layoff Rights:

Separation effective ___/___/___ . Layoff rights have expired.

Return to Job Class from which Laid Off:

Effective ___/___/___ return from layoff. (Add appropriate step placement language.) MAD and Leave Base Date forwarded ___ months due to 23 days of accumulated leave without pay.

Attachments: Pre-Employment Certification Form, Nepotism Waiver (if applicable)

Transfer Departments/Appointed to Another Job Class While on Layoff:

Effective ___/___/___ return from layoff to transfer to the Dept. of _____ for appointment to (job class). Retains layoff rights to (job class). (Add appropriate appointment language.)

Leave Base Date forwarded _____ months due to 23 days of accumulated leave without pay.

Attachments: Pre-Employment Certification Form, Nepotism Waiver (if applicable), Employment Clearance Form on file.

Non-Perm Appointment While on Layoff:

Effective ___/___/___ return from layoff for appointment to nonpermanent position. Retains layoff rights to (job class). (Add appropriate nonpermanent language. If long term nonperm, add:

Leave Base Date forwarded _____ months due to 23 days of accumulated leave without pay.)

Attachments: Pre-Employment Certification Form, Nepotism Waiver (if applicable).

Non-Perm Separation While on Layoff:

Effective ___/___/___ separation from non-permanent position. Retains layoff rights to (job class).

Attachments: Employment Clearance Form, Performance Evaluation (if applicable).