LAYOFF TEMPLATE LETTER FOR ACADEMIC STAFF

Date

Employee Name

Street Address

City, State Zip Code

Sent Via (Email or US Mail)

Dear Employee Name:

This letter is to confirm our discussion about the termination of your Official Title appointment with Division, Department, Operational Area as of date. Since it is not possible to provide you with sufficient notice for nonrenewal, you are being placed in “layoff,” as defined in the Academic Staff Policies and Procedures (ASPP), Chapter 5.01. Chapter 5 and Chapter 9 are attached for your reference.

You are being placed in layoff because reason for layoff. Your last day in pay status will be date.

Below is a list of resources for you in this process:

1. In accordance with ASPP 5.05, you have the right to appeal this layoff decision. Further explanation and interpretation of campus policy regarding your layoff and the right of appeal may be obtained by contacting your Workforce Relations Specialist, WR Specialist Name, Email.
2. To establish eligibility for referral priority services, as defined in ASPP 5.09, you must register by sending an email indicating your interest in referral priority services, a copy of your layoff letter and your NetID to [RP@ohr.wisc.edu](mailto:RP@ohr.wisc.edu).
3. Benefits at layoff information is available on the Madison Benefits Services (MBS) website benefits.wisc.edu > Life Events and Employment Changes. MBS will send you personalized benefits information about two months before your layoff date. Email benefits questions to your HR contact or  [benefits@ohr.wisc.edu](mailto:benefits@ohr.wisc.edu). If you will be eligible to begin your Wisconsin Retirement System (WRS) annuity as of the date of your layoff, you may contact the Wisconsin Department of Employee Trust Funds (ETF) (see [etf.wi.gov/retirement/applying-retirement](https://etf.wi.gov/retirement/applying-retirement)) to request a retirement estimate application.
4. If you would like some confidential assistance in managing the personal or professional impact of this change, please know that our [Employee Assistance Office](https://hr.wisc.edu/employee-assistance-office/) and [LifeMatters](https://hr.wisc.edu/employee-assistance-office/lifematters/) is available to you for this purpose. You may use work time to meet with an Employee Assistance consultant and there is no charge for this service. These services continue to be available to you for a short time after your effective layoff date as well. To arrange an appointment with the Employee Assistance Office, call (608) 263-2987 and LifeMatters, call 1-800-634-6433.
5. If you would like clarification regarding the layoff procedures or to discuss options related to your pending layoff, please know that our Ombuds Office is available to you for this purpose. The Ombuds office is located at the Lowell Center, Room 223, 610 Langdon Street. You may use work time to meet with the Ombuds Office and there is no charge for this service. For more information visit: <https://ombuds.wisc.edu/> To arrange an appointment, call (608) 265-9992.
6. Applying for Unemployment Benefits --You may file an unemployment claim in the first week that your employment stops or your work hours are reduced. See [digital poster](https://dwd.wisconsin.gov/eworkboard/unemployment) for when and how to apply for unemployment benefits ([En Español](https://dwd.wisconsin.gov/eworkboard/unemployment/spanish.htm) | [Txhais lus Hmoob](https://dwd.wisconsin.gov/eworkboard/unemployment/hmong.htm)) (https://dwd.wi.gov/eworkboard)

Other unemployment resources:

* [Filing Requirements Video](https://www.youtube.com/watch?v=NMwGFvkcO6Y) (https://youtube/NMwGFvkcO6Y)
* [Information You Need to Apply](https://dwd.wisconsin.gov/uiben/information-needed.htm) (https://dwd.wi.gov/uiben/information-needed.htm)
* [Apply Online](https://dwd.wisconsin.gov/uiben/apply) (https://dwd.wi.gov/uiben/apply)
* [More Information and FAQs](https://dwd.wisconsin.gov/uiben) (https://dwd.wi.gov/uiben)

For help using online unemployment services or if you are unable to go online call (414) 435-7069 or toll-free (844) 910-3661 [during business hours](https://dwd.wisconsin.gov/uiben/help.htm)

You should plan on using any remaining earned vacation, floating holiday, and personal holiday time prior to the last date of your appointment. Any remaining earned vacation, floating holiday, and personal holiday balances will be paid out. Any remaining ALRA balances will be paid out. \*\*

*OR*

\*\*May optionally replace with: You should plan on using any earned vacation, floating holiday, and personal holiday time prior to the last date of your appointment as no lump sum payment will be made for any unused vacation, floating holiday or personal holiday balances. Any remaining ALRA balances will be paid out.

NOTE: Please consult with your Workforce Relations Specialist prior to using replacement language as it is not best practice to require an employee to forfeit balances. The unit can only require accrued vacation, ALRA (if applicable), floating holiday, and personal holiday to be used in certain circumstances. Refer to the UPPP 16.07: <http://www.ohr.wisc.edu/polproced/UPPP/1607.htm> .  Also note that vacation and ALRA are considered separate leave types and must be specified individually in the letter.

You should feel free, in the meantime, to consider alternative sources of employment.

We appreciate your professional contributions and wish you well in your future endeavors.

Sincerely,

Division Dean, Director or Designee

Attachments: ASPP Chapters 5 & 9, Referral Priority Brochure

xc: Department Chair/Director

Dean/Division Human Resources Office

Workforce Relations Specialist

OHR Benefits Services