PARTIAL 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 reduction of your Official Title appointment from current appointment percentage to future appointment percentage with operational area as of effective date. Since this action is being taken during your current appointment, 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 on a partial layoff because reason for layoff. Since this partial layoff will result in a reduction of your appointment percentage, I will review your current responsibilities and schedule a meeting with you soon or by date to discuss the resulting reduction in work expectations/responsibilities.

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 partial 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 partial layoff letter and your NetID to [RP@ohr.wisc.edu](mailto:RP@ohr.wisc.edu).
3. Benefits at partial 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 partial 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 partial 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 at your new appointment percentage. 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 partial layoff procedures or to discuss options related to your pending partial 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 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](file:///C:\Users\jperkins\Downloads\Filing%20Requirements%20Video) (https://youtu.be/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)

Please note that your current vacation was initially allocated to you based on your appointment percentage at the beginning of the fiscal year. Now that your FTE is being reduced, the amount of vacation you will have available to use this year will be reduced accordingly. Your personal holiday allocation for this fiscal year will not be impacted as a result of this FTE change. Your legal holiday and sick leave hours earned each pay period will now be prorated based on your new FTE. If you would like to further discuss the impacts to your leave time please contact contact information.

We appreciate your professional contributions and look forward to a continued productive association.

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