

**JOB AIDS AND RESOURCES**

Notification for Any Probational Employee

Who Will Be Laid Off – Layoff Template #5

*Revised 6/18*

(Items in **bold and underlined** should be specific to your agency and this layoff.)

To: **Employee’s Name**

From: **Appointing Authority**

Subject: **Notification of Layoff**

Date: **Date of Memo**

As you know, **Name of Agency** will be going through a layoff. I regret to inform you that your probational appointment with this agency will be terminated as part of this layoff. You will be laid off effective close of business **Date of Layoff** . You may address any concerns you have about the layoff to the Human Resources Office, or to Byron P. Decoteau Jr., Director, State Civil Service **prior to the layoff date**.

In accordance with SCS Rule 11.18, you will be paid for any annual leave you have accrued, up to a maximum of 300 hours. Your annual leave above 300 hours as well as your accumulated sick leave balance will be restored to you in the event you return to work in the state classified service in permanent or probational status within five years of the date of the layoff. If you wish to apply for Unemployment Insurance benefits, you will need to check with your Human Resources Office.

You may request a refund of your contributions to the State Employees' Retirement System by completing a refund request form, which can be obtained from your Human Resources Office. However, please keep in mind that if you withdraw your retirement contributions and are later reemployed in state government, you will either lose that service for retirement purposes or you will have to "buy back" that time with interest.

Items currently deducted from your check through payroll deductions, such as insurance, savings bonds, credit union, etc., will be affected by your layoff. Please contact your Human Resources Office to obtain the necessary information and documents to maintain or discontinue these benefits.

All layoff actions will be taken in accordance with Chapter 17 of the Civil Service Rules. These rules, along with other layoff information, are available at **agency location (often the Office of Human Resources). (Name of agency person)** is available to answer any questions you may have regarding the layoff rules. **His/She** can be reached at **phone number**. Civil Service Rules are also available online at the Department of State Civil Service website, [www.civilservice.la.gov](http://www.civilservice.la.gov).

I regret that these layoff actions are necessary and that you will be affected by them. Our department is available to assist you in any way we can.

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***For agency files:***

*This notice was \_\_\_hand delivered OR \_\_\_mailed to the employee on:* ***Date***

*Signature of agency person handling this action: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*