

Post Layoff Summary Report

Layoff Template #11

*Revised: 10/2013*

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| **Department/Agency Name** | **Personnel Area** |
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| **Layoff Effective Date** | **Total Number of Targeted Positions** |
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| **Total Number of Exemptions Used - SCS Rule 17.5(e)** | **# Employees Laid Off (Terminated)** |
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| **# Employees Relocated to Jobs at Lower Pay Levels – SCS Rule 17.18** | **# Employees Who Declined Offers** |
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| **Personnel Transactions Involving Incumbents of Positions Targeted for Abolishment:** |
| **Employee Name** | **Personnel Number** | **Personnel Action** | **Effective Date** |
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