

**JOB AIDS AND RESOURCES**

Individual Notice to Permanent Employees of

Pending Layoff Actions – Layoff Template #4

*Revised 7/1/18*

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

To: **Employee’s Name**

From: **Appointing Authority**

Subject: **Employee’s Notification of Pending Layoff Action**

Date: **Date of Memo**

Due to  **explain reason for layoff ,** I regret to inform you that

a) the position you occupy is proposed to be abolished or vacated for **[lack of funding/lack of work]** **need to specify**, **OR**

b) you are to be laid off in accordance with Civil Service Rule 17.15(b), **OR**

c) you are likely to be laid off in accordance with Civil Service Rule 17.15(c).

A copy of the proposed layoff plan is attached. This plan is being submitted to the Director of State Civil Service and must be approved by the Director before proposed layoff actions can be taken. Any comments regarding the proposed layoff may be made in writing to **(name of appointing authority or his designee, or the Human Resources Director) at address.** You may also address your comments to Mr. Byron P. Decoteau, Jr., Director, Department of State Civil Service, P.O. Box 94111, Baton Rouge, La. 70804-9111.

You are urged to provide any responses you may have to one or both of the above stated persons within five days of receipt of this notice.

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 Human Resources Office.** **Name of agency person** is available to answer any questions you may have regarding the layoff rules. **He/she** may be reached at **phone number**. The Civil Service Rules are also available at the Department of State Civil Service website at [www.civilservice.louisiana.gov](http://www.civilservice.louisiana.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.

Attachments:

1. Proposed layoff plan

2. Civil Service Rule 17.19

*For agency files: This notice was \_\_hand delivered OR \_\_ mailed to the employee on date: \_\_\_\_\_\_\_\_\_*

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