DATE:

EMPLOYEE:

SENIORITY DATE:

LAYOFF DATE:

UNIVERSITY SENIORITY AT TIME OF LAYOFF: EMP%:

BARGAINING GROUP:

LAYOFF TRANSITION ADJUSTMENT PAYMENT ELIGIBILITY:

1. Employee must have six (6) or more years of service at the time of layoff.
2. Employee must actually be laid off.
3. The Layoff Transition Adjustment is not payable until after the affected employee is on layoff for a minimum of 90 calendar days (APSA) or 120 calendar days (APA)
4. Request for payment must be made prior to the expiration of the recall period.

Based on University service of X years at the time of layoff, the Layoff Transition Adjustment Payment is equal to X weeks of salary.

Salary as of last day worked $X /52 weeks = $X (weekly salary) x X weeks = $X

SUMMARY

Layoff Transition Adjustment Payment: $X

An Additional Payment form for the Layoff Transition Adjustment payment will need to be processed in EBS. Please attach these calculations to the Additional Payment Form.