Layoff Notices for ARRA funded positions

The following will assist you in processing layoffs:

Definition: Each employment program has its own definition of what constitutes a layoff. In general terms, a layoff is the elimination of a position due to lack of work, lack of funds, or reorganization. For classified non-union and contract classified staff, reducing an employee's percent time or the number of months worked each year is also considered a layoff. In the case of ARRA funded positions, the elimination is due to lack of funds.

Regular, monthly paid employees

- 30 day official written notice is required for professional staff, classified non-union and contract classified staff – this is administered by your UW HR, Human Resource Consultant (HRC)
- Complete the “Human Resources Request to Initiate Layoff” form found at the web site listed below.
- Contact UW HR 6-8 weeks prior to the notice date (actual day the employee receives official notice) which is 30 days prior to effective date (last day of employment and/or last day at FTE prior to reduction for classified staff).
- Sick Leave is not paid out
- If the employee has worked at the UW for six months or more, up to 240 hours of earned annual leave will be paid out, regardless of employment program.

Information on processing a layoff can be found at the following website:
http://www.washington.edu/admin/hr/roles/mgr/endemplmnt/layoff/index.html

Project Appointments
Unlike regular monthly paid employees, employees who were hired into project appointments with a specific end date are not required to receive layoff notice. However, a verbal 30 day notice is often provided. If the employee has worked more than six months, any unused annual leave (up to 240 hours) will be paid out shortly after separation.