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JOB AIDS AND RESOURCES

Layoff Avoidance Sample

Layoff Avoidance Plan Proposing Furlough Without Pay

Enter date

Director
Department of State Civil Service
PO Box 94111
Baton Rouge, LA 70804-9111

Dear Director:

In accordance with Civil Service Rules 17.2 and 17.8, the University of ABC is requesting approval to implement a furlough without pay for our Food Service Department at the Baton Rouge campus. This request is necessary because of a decrease in student enrollment during the summer months. Because of this decrease, our university does not have enough work during these periods for all of our food service employees. Therefore, we wish to furlough one-half of this staff during the first six weeks of the summer from enter date through enter date and the other half from enter date through enter date. This would equal 240 hours of furlough for each employee.

Under the provisions of Civil Service Rule 17.3, we are requesting the following exceptions to this layoff avoidance measure:

1. Since the furlough without pay is not being proposed for all employees, we are asking for an exception to Rule 17.1, Uniform Measures. Rather than include all employees within the organizational unit as defined in Civil Service Rule 1.21.1, we propose to limit the furlough to only those employees in the Food Service Department of the Baton Rouge campus, for the reasons stated above.
2. The Meat Cutter 1 position occupied by John Doe is the only position in the Food Service Department that is responsible for the cutting of all beef, which is delivered in quarters. This skill is needed not only for regular meals but also for special events such as banquets. Since this is an essential function and no other employee has the necessary meat-cutting skills, we are requesting that this position be excluded from this furlough without pay.
3. The Secretary 1 position occupied by Jane Smith is the only clerical position in the Food Service Department. This position is responsible for all of the clerical duties of the department including, but not limited to, answering the phone, serving as receptionist for clients, typing correspondence, requisitioning supplies and distributing incoming mail. If these duties were not performed, the Food Service Department could not remain open.

Therefore, we are requesting that this position be excluded from this furlough without pay.

If you require additional information, please let me know. Thank you.

Sincerely,

Signature of appointing authority