**LAYOFF TEMPLATE – POSTDOCTORAL SCHOLAR**

Date

Name

Address

Dear \*\*\*:

I regret to inform you that effective 5:00pm on \*\*\* a layoff from your appointment as Postdoctoral Scholar-XXX in the laboratory of Professor X is necessary due to the unavailability of appropriate funding. This letter constitutes the thirty (30) calendar days notice required by Article 11, Layoff, of the Collective Bargaining Agreement. Please contact XXX (831-459-\*\*\*) so that the necessary personnel/payroll forms may be completed.

[**If an international postdoctoral scholar**] Please contact the International Scholar and Student Services Office at 831-459-3550 to determine whether any action needs to be taken related to your visa status.

This layoff will impact your benefits eligibility. You may be eligible to continue benefits, if previously enrolled, in certain insurance programs subject to your payment of premiums. Please contact Gallagher Benefits Services at (617) 770-9889 as soon as possible to discuss your eligibility and applicable enrollment deadlines, as the continuation of benefits (COBRA) election period is 60 days from loss of coverage.

A listing of current academic job opportunities at UCSC is available at: <https://recruit.ucsc.edu/apply>. You may also visit the HERC (Higher Education Recruitment Consortium) website at <https://www.hercjobs.org/> for academic job opportunities throughout the Bay Area.

 Sincerely,

 Dean

Copy: \*\*\*, c/o \*\*\*, \*\*\* Department

 Personnel/Payroll

 Benefits Office

 Academic Personnel Office

 Labor Relations

 UAW Local 5810 (uaw5810@uaw5810.org)

 [**If an international postdoctoral scholar**] International Scholar and Student Services