



The University of Michigan Faculty and Staff Layoff and Termination Request

1. Identifying Information

Last Name: _____ First: _____ Middle: _____
 UMID: _____ Position Title(s): _____
 Dept(s): _____

2. Request for Layoff Status from ALL REGULAR Appointments (excluding LEO layoff)

* Attach letter to staff member, and other approvals as appropriate.

Effective Date: _____ Last Day Worked: _____ Ending Date: _____
(day after last day worked) Month/Day/Year Month/Day/Year Month/Day/Year
 Lack of Funds Change in Workload Completion of Project Reorganization, Eliminating Position

3a. Request for Termination from the University of Michigan for Reason Checked Below

* Attach staff member's letter of resignation or retirement, if applicable.

Effective Date: _____ Last Day Worked: _____
(day after last day worked) Month/Day/Year Month/Day/Year

<input type="checkbox"/> Appointment Completed	<input type="checkbox"/> No Return From Leave	<input type="checkbox"/> Post Retirement Appointment Completed
<input type="checkbox"/> Another Position Elsewhere	<input type="checkbox"/> Discharged (Explain in Remarks)	<input type="checkbox"/> Quit Without Notice
<input type="checkbox"/> Appointment Not Renewed	<input type="checkbox"/> Probationary Period Discharge (Explain in Remarks)	<input type="checkbox"/> End of Recall Rights (From Layoff)
<input type="checkbox"/> Career Opportunity	<input type="checkbox"/> Dissatisfied with Salary	<input type="checkbox"/> Retired
<input type="checkbox"/> Schooling Completed	<input type="checkbox"/> Family Responsibility	<input type="checkbox"/> Retired Following Furlough (Instr. Fac. Only)
<input type="checkbox"/> Deceased Date of Death: _____	<input type="checkbox"/> Future Plans Unknown (Resigned)	<input type="checkbox"/> Returning to School
<input type="checkbox"/> Declined Appointment	<input type="checkbox"/> Funds Exhausted	<input type="checkbox"/> Suitable Job Declined
<input type="checkbox"/> Relocation	<input type="checkbox"/> Other (Explain in Remarks)	<input type="checkbox"/> Transportation Difficulty
	<input type="checkbox"/> Job Expectations Not Met	<input type="checkbox"/> Work Schedule

3b. Recommendation for Rehire

Yes No Rehire (Must Explain in Remarks or Attach Dept. Letter) Yes, restricted (Must Explain in Remarks)

4. Foreign National Status Is the employee a foreign national on an H1B-Visa?

Yes - Dept. must contact the International Center at (734) 764-9310 immediately No

5. Request for Address Change (W-2 Mailing Address)

Check here if this address is NOT to be published

Number and Street: _____ Eff. Date _____ Telephone: () - _____
 City: _____ State: _____ Zip Code: _____ Country _____

6. Name, Location, and Phone Number of New Employer and New Title

7. Remarks

(For HR Use Only)

EMPL Rc'd #'s _____
 DBE, Add'l Pay, _____
 ERG & I-9 Date: _____
 TRG & Interactive Work _____
 Address Start Date: _____

Approved by _____ Dean/Director _____ Date: _____
 Department Head: _____ or Representative: _____
 Telephone _____ Telephone: _____ HR: _____

INSTRUCTIONS FOR LAYOFF AND TERMINATION FORM

This form is used for:

- ◆ Employee reduction in force (RIF) status
- ◆ Reporting termination of all staff members holding regular appointments within the University
- ◆ To correct/change previously submitted termination or layoff information such as dates or reasons

This form needs to be prepared when:

- ◆ The determination that reduction in the working force is necessary and the affected staff member(s) has been identified.
- ◆ As soon as pertinent information is known regarding staff member's termination from the University and prior to the effective date in order to avoid possible overpayments. If a staff member is retiring, the form should be prepared and processed sixty (60) days prior to the effective date to facilitate proper handling of prepaid staff benefit deductions.

Please include the following information:

SECTION 1:

- ◆ Employee Name: Legal name as referred to on the U. S. Social Security card.
- ◆ UMID: Fields 7 through 14 on the University ID card.
- ◆ Employee title(s)
- ◆ Department name(s)

SECTION 2:

- ◆ If the request is for a layoff, enter the effective date (the day after the last day worked, in most cases).
- ◆ The end date is determined by the length of service of the employee being affected by the RIF (reduction in force).
- ◆ Non-union employees with at least one year of service will be on RIF status for one year. The end date would be one year minus one day from the begin date of the RIF, and the last day employed is the RIF end date.
- ◆ Example: If the date of hire is 10/13/96 and the effective date of the RIF is 4/13/98, the employee has been employed for more than one year so the end date of the RIF will be 4/12/99.
- ◆ Example: If the date of hire is 10/13/96 and the effective date of the RIF is 7/13/97, the employee has been employed nine months so the end date of the RIF will be 4/12/98.
- ◆ Nursing employees with at least eighteen months of service will have a RIF period of eighteen months. If the length of service is less than eighteen months, the length of the RIF will equal the length of service.
- ◆ AFSCME employees' RIF status is equal to the length of service if the period is two years or less.
- ◆ Check the appropriate box to indicate the reason for the layoff.

SECTION 3A:

- ◆ Effective Date: The date following the last day of employment in most cases. If an employee is on a leave before termination, the effective date of the termination would be the day after the end date of the leave, and the last day employed is the LOA end date.
- ◆ Last Day Employed: The last day employed should not be a vacation or sick day.
- ◆ Check the appropriate reason for resignation/termination which most closely applies. If all of the categories are not appropriate, please indicate the reason for termination in the remarks section. If you receive a written resignation from an employee, please submit a copy with the termination form.

SECTION 3B:

- ◆ Recommended for Rehire: Check the appropriate box for the rehire recommendation. If recommending "restricted" or "not recommended for rehire", explain why in the remarks section or attach departmental letter.

SECTION 4:

- ◆ Foreign National Visa Status: If an employee is on an H1-B VISA, the unit must immediately notify the International Center of the termination or layoff at (734) 764-9310.

SECTION 5:

- ◆ Request for Address Change: If the terminating employee gives a forwarding home address, please enter the change and effective date of the change here. This section only needs to be completed if the address is changing.

SECTION 6:

- ◆ Enter the name and location of the new employer if applicable and if provided by the employee.

SECTION 7:

- ◆ Enter any remarks about the reason for termination, rehire status, or other comments for HR.

SIGNATURES:

- ◆ Obtain appropriate signatures, date, and forward to the appropriate HR Service Center.

TERMINATION REASON DEFINITIONS

Appointment Completed	
Another Position Elsewhere	Faculty/ Staff member acquired position elsewhere.
Appointment Not Renewed	Termination of Staff member following completion of an appointment for a specified period of time after which the appointing department will not renew the appointment again. Not normally used for non-instructional staff. Should Reference Faculty Only.
Career Opportunity	
Schooling Completed	Resigned due to completion of schooling normally at this institution.
Deceased (Date of Death)	Termination because the staff member is deceased, Date of Death must include the month, day, and year of death.
Declined Appointment	Staff member decided not to accept a previously accepted employment invitation at this institution prior to its beginning.
Relocation	Staff member resigned because he/ she is moving away.
No Return From Leave	Termination of staff member following completion of Leave of Absence due to non-return, after notification that leave is expiring.
Discharge	Staff member is terminated from employment by decision of the University. Normally used after staff member has committed an act of misconduct or insubordination after which employment cannot be continued.
Probationary Period Discharge	Staff member is terminated from employment during probationary period.
Dissatisfied with Salary	Staff member resigned because he/ she is dissatisfied with his/ her salary.
Family Responsibilities	Resigned because of inability to maintain employment relationship due to family circumstances beyond control which require time and attention.
Fund Exhausted	Termination of staff member following RIF because of lack of funds.
Future Plans Unknown	Staff member resigned from The University for unknown reasons.
Other	Termination for reason not listed. Must be explained in the Remarks section of the Layoff and Termination Request.
Job Expectations Not Met	Staff member unable to perform requirements of job duties.
Post Retirement Appointment Completed	Appointment following retirement, as approved by the Regents, has been completed. Not Normally used for non-instructional staff.
Quit Without Notice	Staff member terminated without giving any notice or proper notice to department. Proper notice is defined as not less than two weeks.
End of Recall Rights (from layoff)	Termination following completion of Layoff Period. Layoff- Also known as a Reduction in Force (RIF) is a period of time granted to staff members in good standing who are employed in organizational units which cannot continue their appointment (due to reasons such as: lack of funds, lack of work, a reorganization resulting in the elimination of a position) in order to find a new position within the University or outside employment.
Retired	Resignation of staff member after attainment of required combination of age and continuous years of service, which qualify him/her for continuation of certain benefit plans by The University following termination.
Retired Following Furlough (Furlough Completed, Instructional Faculty Only)	Staff member retired following completion of time, totaling not more than one year, during which preparation for retirement was completed while receiving a regular salary.
Returning To School	Resigned in order to continue or return to school.
Suitable Job Declined	RIF staff member termination because he/she refused to accept a job offer that met the criteria of "suitable" according to the Standard Practice Guide.
Transportation Difficulty	Staff member unable to acquire reliable transportation.
Work Schedule	Staff member resigned due to work schedule issues.