

SEVERANCE ELECTION
CLERICAL AND ALLIED SERVICES UNIT (CX)

Beginning July 1, 2003, Clerical and Allied Services Unit employees who receive notice of layoff may elect, **within fourteen (14) calendar days of receipt of notice of layoff**, severance pay in lieu of preferential rehire and recall rights. Your election must be in writing and is irrevocable.

Severance Pay in Lieu of Preferential Rehire and Recall Rights*

- a. An employee who elects severance pay in lieu of preference for reemployment and the right to recall shall be paid a lump sum amount of one week (5 workdays) of salary for each full year of service from the most recent break in service, up to a maximum of 16 weeks of base pay.
- b. An employee whose time has been reduced indefinitely and who elects severance pay in lieu of preference for reemployment and the right to recall shall receive severance pay for the percent of time reduced in accordance with the payment schedule above

** If you subsequently become reemployed with the University during the period for which severance was paid, you **MAY BE REQUIRED** to repay the severance or sign a severance repayment agreement.*

If you choose to **elect** severance pay in lieu of preferential rehire and recall rights, please indicate your election below, by signing and returning this form to your department no later than _____.

If you choose **not to elect** severance pay in lieu of preferential rehire and recall rights, you shall receive preferential rehire and recall, in accordance with Article 13 – *Layoff and Reduction in Time*, section E. and F., of the UC/CUE Agreement. You do not need to return this form if you make no election.

For more information see Article 13 – *Layoff and Reduction in Time* of the UC/CUE Agreement.

I, _____, elect severance pay in lieu of preferential rehire and recall rights. **I realize that this election is irrevocable.**

Print Name

Signature

Date

Department Representative

Print Name

Signature

Date