All Layoff/Reduction In Time notices must be approved by Academic Labor Relations ***PRIOR*** to sending to Unit 18 faculty. The University has 5 (five) business days to notify the union of layoff/RIT actions.

Date: ***<<Date>>***

To: ***<<Pre-6 Lecturer Name>>***

From: ***<<Department Chair >>***

Re: Notice of Reduction in Time

In accordance with [Article 17](https://ucnet.universityofcalifornia.edu/labor/bargaining-units/ix/docs/ix_17_layoff_2021-2026.pdf), Section E, of the Unit 18 Faculty Memorandum of Understanding (MOU), this is to notify you of a reduction in time in your appointment. Due to ***<<a programmatic change, budgetary considerations, a lack of work>>,*** your course load for ***<<Term AY>>*** will unfortunately be reduced to ***<<reduced percentage>>*** % with a total of ***<<number of courses now>>*** courses, a reduction from your current base appointment of ***<<percentage of reduction>>*** %. [Include Only if PAY-IN-LIEU IS applicable: Consistent with the provisions in Article 17, Section K, you will receive pay in lieu of notice for ***<<number of days>>*** calendar days from ***<<date>>*** to ***<<date>>***.] This reduction in your appointment is effective ***<<date>>***.

You will be eligible for reemployment consideration for two (2) years from ***<<effective date from paragraph above>>,*** in accordance with Article 17, Sections G and K.

I suggest contacting [UC Davis Human Resources](https://hr.ucdavis.edu/) promptly regarding questions you may have about benefits, COBRA coverage, retirement, unemployment insurance, and other issues relating to this action.

If you have any questions, please let me know. Thank you in advance for your understanding in this matter.

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Department Chair Signature Date

cc: Dean’s Office

Academic Affairs