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| **AFT Reduction in Time or Layoff Proposal for Non-Senate Academic Appointees** | | |
| **INSTRUCTIONS:** Please complete this form and forward electronically with a draft of notice letter to the Dean's Office. If the proposed action is out of seniority order, a memo justifying the lack of skills or knowledge of the more senior employee is also required.  **ROUTING:** 1. Unit prepares form and related documentation and routes to Dean's Office  2. Dean's Office reviews request and issues Layoff or Reduction in Time at Dean’s Authority\*  **\*Academic Personnel Services is available to perform a courtesy review of a Layoff or Reduction in time prior to issuance.** | | |
| **SECTION 1: Designated Employee Information** | | |
| **Name:** **Employee ID:**  **School:** **Department:**  **Initial Date of Hire:**  **Academic Series, Rank, & Step:**  **Months of cumulative UC service:** | | **Visa Status**  **Is this academic appointee on an H1B Visa?**  **Yes**  **No** |
| **Pre-Six Appointees**  **Current Appointment Contract Length:** **through**  **Current Quarter Count:**  **Current Appointment Basis:**  **AY (9-over-9)**  **FY (9-over-12)**  **Current Percentage of Effort:**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Academic Year** | **F** | **W** | **S** | **Averaged AY (9-over-12)** | |  | **%** | **%** | **%** | **%** | |  | **%** | **%** | **%** | **%** | |  | **%** | **%** | **%** | **%** |     **Continuing Appointees**  **Cont. Status Date:**  **Current Percentage of Effort:**     |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Academic Year** | **F** | **W** | **S** | **Averaged AY (9-over-12)** | **Continuing Appointment Basis (CAB)** | |  | **%** | **%** | **%** | **%** | **%** | |  | **%** | **%** | **%** | **%** | **%** | |  | **%** | **%** | **%** | **%** | **%** | | | |
| **SECTION 2: Proposed Action & Reason** | | |
| **Action**  **Reduction in Time**  **Layoff – Full Separation**  **Proposed Effective Date:**  **Please note, UC-AFT will be notified or issued pay in lieu of notice in accordance with** [**Article 17**](https://ucnet.universityofcalifornia.edu/wp-content/uploads/labor/bargaining-units/ix/docs/ix_17_layoff_2021-2026.pdf) **of the UC-AFT labor agreement** | **Reason for Action**  **Lack of Work**  **Lack of Funds**  **Programmatic Changes** | |

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| **Explanation (Include mention of pay in lieu of notice or overpayment factors and calculations if applicable):** | | | |
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| **Pre-Six Appointees (Reductions in Time Only)**  **Modified Quarter Count (if applicable):**  **Proposed Percentage of Effort:**     |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Academic Year** | **F** | **W** | **S** | **Averaged AY (9-over-12)** | |  | **%** | **%** | **%** | **%** | |  | **%** | **%** | **%** | **%** | |  | **%** | **%** | **%** | **%** |   **Continuing Appointees (Reduction in Time Only)**  **Proposed Percentage of Effort:**     |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Academic Year** | **F** | **W** | **S** | **Averaged AY (9-over-12)** | **Continuing Appointment Basis (CAB)** | |  | **%** | **%** | **%** | **%** | **%** | |  | **%** | **%** | **%** | **%** | **%** | |  | **%** | **%** | **%** | **%** | **%** | | | | |
| **SECTION 3: Other Academic Researcher Information** | | | |
| **List all other UC-AFT appointees in the unit.** | | | |
| **Name** | **Academic Series, Rank, & Step** | **Months Cumulative UC Service** | **Reason Not Selected**  **(e.g. skills, knowledge, abilities, seniority, etc.)** |
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| **SECTION 4: Approvals** | | | |
| **Dept Chair: Date:** | | | |
| **Dean: Date:** | | | |