

Antioch University

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February 2012

### 4.221 Temporary Layoffs and Recalls

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Type of Policy <input checked="" type="checkbox"/> <b>University</b> <input type="checkbox"/> <i>Campus</i> <input type="checkbox"/> <i>Department/Unit</i> <input type="checkbox"/> <b>Interim</b>		<b>Temporary Layoffs and Recalls</b>  <b>Policy 4.221</b>	
<b>Human Resource Policies</b>		Effective date: <b>February 9, 2012</b>	
Policy History:	Approved by:	Resolution #	Date:
Approved	Chancellor	N/A	February 9, 2012
Revised			
Responsible Office:	Responsible Administrator:	Contact information:	Applies to:
Office of Human Resources	Director of University Human Resources	937-769-1375	All Employees,, Except Core Faculty Members and employees in a recognized bargaining unit.

## I. Introduction and Purpose

It is the hope of Antioch University (“AU” or the “university”) that each employee will have a long and fulfilling career with the university. AU has not found it necessary in the past to institute temporary layoffs, and we hope to avoid such action in the future. In rare cases though, it may be necessary to temporarily reduce payroll expenses in response to changing business climates. As a result, the university needs to be prepared with a process to impose a temporary layoff. A temporary layoff is a period of employer-initiated unpaid leave not to exceed four (4) months, where the department expects to recall the employee(s) to active employment status.

The following information sets forth the policy guidelines when administering a temporary layoff or recall. Any reduction in force expected to last more than four (4) months or that is due to elimination of a position with no expectation for recall or rehire shall be treated as a termination of employment which is addressed in the Termination of Employment Policy # 4.223. This policy does not apply to core faculty or employees in a recognized bargaining unit.

Department administrators should engage the Director of the Office of Human Resources (“HR”) for assistance with planning and implementing the restructuring of their organizations including temporary layoffs and recalls in all cases.

## **II. Temporary Layoff/Recall Procedures**

- A. If it becomes necessary to impose a temporary layoff, employees shall be provided written notice in accordance with the terms specified in their employment agreements.
- B. The selection of the individual employee(s) to be laid off shall be based on the needs of the university and department.
- C. An employee on temporary layoff shall:
  - 1. Maintain the same life and medical coverage for up to (4) months, or the end of the employment agreement, whichever is shorter;
  - 2. Not accumulate vacation or sick leave;
  - 3. Not receive holiday pay for any holiday that occurs during the layoff period; and
  - 4. Be entitled to pay for all accrued vacation time remaining as of the date of layoff.
- D. The effective start date of a temporary layoff is the first missed workday.
- E. The continuation of benefits and rights to recall shall not extend any longer than the term of the existing employment agreement or four (4) months from the effective date, whichever is sooner.
- F. When the department is ready to recall employees from temporary layoff leave status, the employee should be contacted by HR via phone or registered or certified mail at least seven (7) days in advance to confirm the date when they are expected to return to work.
- G. Employees who do not return within seven days (7) of recall, and who do not have authorization to delay their return, will be terminated with no further recall rights.

## **III. Change of Status from Temporary Layoff to Job Elimination**

If the status of a temporary layoff is changed to job elimination for any reason, the provisions for job elimination, outlined in the Termination of Employment Policy 4.223 will be implemented. The effective date of the job elimination will be the same as the effective date of the temporary layoff.

### **Policy Cross Reference**

Termination of Employment	Policy # 4.223
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