D. TEMPORARY LAYOFF AND TEMPORARY REDUCTION IN TIME

A temporary layoff or temporary reduction in time shall not exceed four calendar months.

An employee shall be given written notice of the effective date and the ending date of a temporary layoff or reduction in time.

Employees may be temporarily laid off or reduced in time irrespective of seniority or classification, and are ineligible for recall or preference for reemployment. Accrued sick leave shall not be used during temporary layoff.

If an indefinite layoff or indefinite reduction in time should occur during a temporary layoff or reduction in time, the procedures for indefinite layoff or indefinite reduction in time shall be applied.

E. INDEFINITE LAYOFF AND INDEFINITE REDUCTION IN TIME

Indefinite layoff and indefinite reduction in time are effected by department, and by class, and by salary grade (in the event a class may be assigned to different salary grades) in inverse order of seniority, except that an employee can be retained irrespective of seniority if that employee possesses special skills, knowledge, or abilities that are not possessed by other employees in the same class and same salary grade (in the event a class may be assigned to different salary grades), and which are necessary to maintain the operations of the department.

Seniority shall be calculated by full-time-equivalent months (or hours) of University service in any job classification or title. Employment prior to a break in service shall not be counted. When employees have the same number of full-time-equivalent months (or hours), the employee with the most recent date of appointment shall be laid off first.

An employee will receive at least 30 calendar days' advance written notice prior to indefinite layoff or reduction in time, or shall receive pay in lieu of notice.

F. REEMPLOYMENT FROM INDEFINITE LAYOFF

1. **Right to Recall.** A regular status employee who has been laid off indefinitely or whose time has been reduced indefinitely shall be recalled in order of seniority into any active and vacant career position for which the employee is qualified when the position is in the same class, the same salary grade (in the event a
class may be assigned to different salary grades), and the same department at the same or lesser percentage of time as the position held at the time of layoff.

2. Preference for Reemployment. A regular status employee who has been separated or given written notice of indefinite layoff or reduction in time shall have preference for any active and vacant career position for two months prior to the layoff date when the position is at the same campus, the same salary level or grade or lower, and at the same or lesser percentage of time, provided the employee is qualified for the position. When written notice of indefinite layoff or reduction in time is given more than two months prior to the layoff date, the Chancellor may authorize that preference for reemployment begin with the date of layoff notice.

A regular status employee with preference for reemployment or transfer may be rejected only if the employee lacks qualifications required of the position. Reasons for non-selection shall be provided as required in local procedures.

3. Trial Employment. The Chancellor may establish procedures whereby a regular status Professional or Support Staff employee who is rehired under preference for re-employment may, upon prior written notification, be required to serve a trial employment period of up to six months upon rehire. An employee who is required to serve a trial employment period may at any time during the trial employment period return to layoff status at the employee's or at the department head's discretion. Time spent in trial employment shall not count against the period of eligibility for recall or preferential rehire.

G. CONTINUATION OF RIGHT TO RECALL AND PREFERENCE FOR REEMPLOYMENT

A regular status employee shall have the right to recall for three years from the date of layoff.

A regular status employee with less than five years of seniority shall have preference for reemployment for one year from date of layoff.

A regular status employee with at least five but less than ten years of seniority shall have preference for reemployment for two years from date of layoff.

A regular status employee with ten years or more of seniority shall have preference for reemployment for three years from date of layoff.

Rights to recall and preference for reemployment continue during, but are not extended by, temporary periods of employment in limited, floater, or
casual/restricted positions, except that rights to recall and preference for reemployment are extended by periods of trial employment.