**SEVERANCE ELECTION**

*CLERICAL AND ALLIED SERVICES UNIT* ***(CX)***

***(December 2011 – November 2016)***

Clerical 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. **(Please note that if the layoff notice is rescinded prior to the effective layoff date then this election is void.)**

**Severance Pay in Lieu of Preferential Rehire and Recall Rights\***

Employees who elect 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 severance from the most recent break in service, up to a maximum of 16 weeks of base pay.

***\* If you subsequently become reemployed with the University during the period for which severance was paid, an employee cannot be returned to work without first repaying the severance or signing 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*, Sections E. and F. of the expired UC/CUE Agreement (December 2011 – November 2016). 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 current UC/CUE Agreement.

I, ,

 Employee Name

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

**Distribution** *Original: Layoff Services*

 *Copies: Employee CUE Dept. Personnel File Payroll*