



STATECIVILSERVICE

Layoff Avoidance Plan Proposing Reduction in Work Hours

JOB AIDS AND RESOURCES

Layoff Avoidance Sample

Enter date

Director
Department of State Civil Service
PO Box 94111
Baton Rouge, LA 70804-9111

Dear Director:

In accordance with Civil Service Rules 17.2 and 17.7, I am requesting approval to implement the layoff avoidance measure of reduction in work hours. The Department of _____ has been directed to reduce its budget by \$500,000 this fiscal year. To ensure that this cut is enacted, we are proposing a department-wide twenty percent reduction in work hours (sixteen hours per biweekly pay period), beginning _____ and ending close of business _____. The work-hour reduction requires all employees to four eight-hour days per week, with every Friday off (64 hours worked each pay period).

Under the provisions of Civil Service Rule 17.3, we are requesting an exception to this layoff avoidance measure for the two (2) positions of Police Officer 2. Even though our different buildings are closed on Fridays, we will continue to need security on those days. The Police Officers' names are Mary Jones (in Baton Rouge) and Al Smith (in New Orleans).

If you require additional information, please let me know. Thank you.

Sincerely,

Signature of appointing authority