



**LAY-OFF NOTICE**

To: «Employee\_Name»

UIN: «Employee\_UIN»

Work Address: 200 Clark Hall

October 27, 2023

You are hereby laid off from your position as «Job\_Detail\_Title»  
(Position#«Position\_Number») in the Housing Division effective Close of Business  
on December 16, 2023, returning January 12, 2024.

The reason for your lay-off is a reduction in student activities – Winter break.

(State how the lay-off notice was delivered)

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*Michelle Althaus*

Director, Data Operations

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“Whenever it is necessary to reduce the number of employees, those with the least seniority shall first be laid off, and their names placed on a reemployment register, which shall take precedence over any other register. Reemployment shall be made in the order required to preserve the seniority rights.” **(University Civil Service System Statute)**

cc: Illinois Human Resources  
Employee

Department  
Civil Service System

