

WAC 357-46-030 What must be included in the layoff notice? The layoff notice for permanent employees must be in writing and minimally include all the following items:

- (1) The reason or basis for layoff.
- (2) The employee's layoff options as determined by WAC 357-46-035, including any requirement for the employee to serve a transition review period.
- (3) The specific layoff list(s) that the employee is entitled to request placement on according to WAC 357-46-070 and 357-46-080 and information on how to request placement on the statewide layoff list.
- (4) The date by when the employee must select a layoff option.
- (5) The employee's right to appeal the layoff.

[Statutory Authority: Chapter 41.06 RCW. WSR 04-18-114, § 357-46-030, filed 9/1/04, effective 7/1/05.]