



NON-SENATE ACADEMIC APPOINTEE REQUEST FOR ORDER OF LAYOFF

Complete this form with the information requested below except for "Years of Seniority." Please attach a copy of the current History Record for each person. Designate with an asterisk the position(s) that are proposed for indefinite layoff or reduction in time. Submit to Academic Personnel, 3109 Murphy Hall, 140701. Questions may be directed to Academic Personnel at (310) 825-5462.

Indefinite Layoff

Indefinite Reduction in Time

Department _____

Title _____ Title Code _____

Number of Positions to be Eliminated:	Effective Date of Layoff:
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Name	ID Number	Current Appt Percent of Time	Initial Date of Appt in Department	Number of Quarters of Service	Years of Seniority*
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Comments:		
Form completed by:	Reviewed by:	Date:
Academic Personnel Office:		Date: