## **Layoff and Recall Procedures Policy**

This Layoff and Recall Procedures policy outlines the guidelines and procedures that [Company Name] will follow in the event of workforce reductions. This policy is designed to ensure fair and transparent processes for both affected employees and the company during layoffs and subsequent recalls.

### **1. Layoff Criteria**

1.1 Business Necessity:

* Layoffs may occur due to factors such as economic downturns, reorganization, changes in market conditions, or other business necessities.

1.2 Evaluation Criteria:

* Layoffs will be based on a fair and objective evaluation of factors such as job performance, skills, qualifications, and the company's operational needs.

### **2. Notification Process**

2.1 Advance Notice:

* Whenever possible, affected employees will be provided with advance notice of the layoff, in accordance with legal requirements.

2.2 Communication:

* [Company Name] will communicate the layoff decision to affected employees in a respectful and sensitive manner, providing information on the reason for the layoff and available support resources.

### **3. Severance Benefits**

3.1 Severance Package:

* Employees affected by a layoff may be eligible for a severance package, including details on salary continuation, benefits continuation, and other relevant considerations.

3.2 Benefits Counseling:

* Affected employees will have access to benefits counseling to understand the impact of the layoff on their benefits and explore available options.

### **4. Recall Procedures**

4.1 Criteria for Recall:

* Employees may be recalled based on factors such as the company's operational needs, skills required for available positions, and past performance.

4.2 Recall Order:

* Recall decisions will be made based on objective criteria, and efforts will be made to recall employees in a fair and non-discriminatory manner.

4.3 Notification of Recall:

* Employees selected for recall will be notified in writing and provided with information on the terms and conditions of their reemployment.

### **5. Employee Assistance**

5.1 Career Counseling:

* Affected employees may have access to career counseling services to support them in finding new employment opportunities.

5.2 Training Opportunities:

* [Company Name] may provide information on available training opportunities or resources to help affected employees enhance their skills.

### **6. Compliance with Legal Requirements**

6.1 Legal Compliance:

* [Company Name] will comply with all applicable local, state, and federal laws regarding layoffs, including notice periods, severance requirements, and other legal obligations.

6.2 Worker Adjustment and Retraining Notification (WARN) Act:

* In jurisdictions where applicable, [Company Name] will adhere to the requirements of the WARN Act regarding advance notice of mass layoffs.

### **7. Review and Revision of Policy**

7.1 Periodic Review:

* This policy will be reviewed periodically to ensure that it remains in compliance with legal requirements and aligns with the company's business objectives.

7.2 Amendments:

* Any amendments to this policy will be communicated to employees in a timely and transparent manner.