Note: The text below is intended as a template that can be used to contact an employee, either via email or mail.

**Full Layoff**

Our office received notice that your employment with the UW System is scheduled to end due to layoff on [date]. Your status could change, however, it is important that you have timely information about your benefits to help plan for this change.

The enclosed document, *How Layoff Impacts Your Benefits* (also available online [here](https://www.wisconsin.edu/ohrwd/benefits/life-events/empcha/layoff/)), provides an overview of coverage end dates as well as continuation and conversion options for the benefit plans you may carry. **Refer to your layoff letter to determine if earned paid leave hours will be paid out to you when your employment ends.**

***(Include if the employee is enrolled in the State Group Health Insurance Program)***

You must complete and return the enclosed *Health Insurance Premium Payment at Layoff Form (UWS 40)* to our office at least 14 calendar days before your official layoff date. To understand your options regarding health insurance upon layoff, review the following sections of the enclosed *How Layoff Impacts Your Benefits* document:

1. State Group Health Insurance

2. Use Sick Leave Credits to Pay for Health Insurance Premiums during Layoff

Contact me to arrange a time to discuss your benefits at layoff. Benefit continuation is not automatic; you must take action before you stop working to continue or convert your current benefit enrollments.

**Note: If you have found another position with the UW System or if your position at the UW System has been extended, notify me right away by email at [email address] or by phone at [phone number].**

**FTE moves to below 50%**

Our office received notice that your appointment percentage will decrease to XX% effective [date]. Your status could change, however, it is important that you have timely information about your benefits to help plan for this change.

Because your appointment percentage will be below 50 percent, you will be required to pay the less than half time premium rate for your State Group Health Insurance coverage for the coverage month following the appointment percentage change.

In addition, your paid leave as well as your Wisconsin Retirement System (WRS) contributions and creditable service will be earned at a lower rate. Refer to the enclosed Benefit Impacts-Less than Full-Time Employment (also available online by employment category [here](https://www.wisconsin.edu/ohrwd/benefits/life-events/empcha/chapct/)) for further details. You should review all your benefits to ensure you will have sufficient income for the monthly deductions.

You are welcome to schedule an appointment with me to discuss your benefits by phone or email.

**Note: If you have found another position with the UW System or if your position at the UW System has been extended, notify me right away by email at [email address] or by phone at [phone number].**

**FTE remains above 50%**

Our office received notice that your appointment percentage will decrease to XX% effective [date]. Your status could change, however, it is important that you have timely information about your benefits to plan for this change.

The reduction will not impact the premium you pay for State Group Health Insurance coverage. However, your paid leave as well as your Wisconsin Retirement System (WRS) contributions and creditable service will be earned at a lower rate. Refer to the enclosed Benefit Impacts-Less than Full-Time Employment (also available online by employment category [here](https://www.wisconsin.edu/ohrwd/benefits/life-events/empcha/chapct/)) for further details. You should review all your benefits to ensure you will have sufficient income for the monthly deductions.

You are welcome to schedule an appointment with me to discuss your benefits by phone or email.

**Note: If you have found another position with the UW System, or if your current percentage has been extended, notify me right away by email at [email address] or by phone at [phone number].**