



Classified Layoff Timeline

BOARD ADOPTS RESOLUTION TO REDUCE CLASSIFIED SERVICE FOR LACK OF WORK OR LACK OF FUNDS

On or about **March 20**

NOTICE OF LAYOFF PERSONALLY SERVED ON AFFECTED EMPLOYEES, INCLUDING NOTICE OF BUMPING RIGHTS AND ELECTION FORM

On or about **March 27**

Requires notice to be served **60 days** prior to the effective date of the layoff*

Additional time should be provided to manage bumping and to serve additional notices if needed **15 DAYS**

NOTICES OF LAYOFF MUST BE SENT BEFORE APRIL 29 FOR SPECIALLY FUNDED PROGRAMS

April 28*

January 10

GOVERNOR'S BUDGET

May 14

MAY REVISION

No later than June 30

STATE BUDGET ADOPTION

*Statutory deadlines per EC § 45117/88017