# Procedure 64: Termination and Job Abandonment

**Responsible Office:** Human Resources

**Issued:** November 2002

**Revised:** June 2023

# Purpose and Scope

UC Irvine Personnel Procedure 64 implements [Personnel Policies for Staff Members (PPSM)-64](https://policy.ucop.edu/doc/4010413/PPSM-64), Termination and Job Abandonment. This policy applies to all non-represented, regular status career employees. Represented employees should consult their collective bargaining agreement (CBA).

# Authority and Responsibility

The department head is responsible for taking and/or approving any dismissal actions. Consultation with assigned Human Resources Business Partner is required prior to taking any action.

# Guidelines

* 1. Regular status employees may be dismissed because of misconduct or failure to maintain appropriate work performance standards.
	2. Normally, termination is preceded by corrective action unless the employee is absent from work without approval for five consecutive assigned working days, or in those situations when unsatisfactory performance or misconduct warrants immediate dismissal. [PPSM-62](http://policy.ucop.edu/doc/4010411), Corrective Action, C. provides examples of exceptions to the requirement for a previous written warning.
	3. An employee who fails to report to work as scheduled for five (5) consecutive workdays without notice or without approval may be considered to have voluntarily resigned from their position due to job abandonment. The University will provide the employee with a written notice of intent to separate due to job abandonment. The notice must include the reason(s) for the separation, and a statement that the employee has the right to respond either orally or in writing within eight (8) calendar days. After the employee has responded or after eight (8) calendar days, whichever comes first, the supervisor or department head, in consultation with the Human Resources Business Partner, will review the response, if any, and issue a final decision. This decision is not eligible for review under the complaint resolution policies.
1. **Termination: Professional & Support Staff**
	1. **General**

Regular (career) status professional and support staff may be terminated from employment because of continuing unacceptable performance deficiencies and/or workplace misconduct. Normally, termination is preceded by corrective action ([PPSM-62](http://policy.ucop.edu/doc/4010411), Corrective Action) unless the unacceptable performance or workplace misconduct warrants immediate termination.

# Written Warning

When termination is for failure to maintain appropriate work performance standards, the employee must receive at least one written warning prior to termination unless the unsatisfactory performance warrants immediate dismissal. Termination for misconduct does not require a prior written warning.

# Notice and Decision

 If dismissal is appropriate, the employee shall receive a Notice of Intent to Terminate (see Exhibit A, and Exhibit B). There is no exception to this requirement. The notice shall:

* + 1. Cite the policy ([PPSM-64](https://policy.ucop.edu/doc/4010413/PPSM-64), Termination and Job Abandonment) under which the intended termination is being taken;
		2. State the intended action;
		3. State the reason for the action;
		4. State the effective date
			1. Except in cases of misconduct, an employee shall receive at least fifteen (15) calendar days' notice of termination or pay in lieu of notice.
			2. In cases of misconduct, an employee shall receive at least eight (8) calendar days' notice of termination and may be suspended without pay as of the day of the notice of intent to terminate.
		5. Include a copy of any materials and/or previous documentation of corrective action on which the intended action is based;
		6. State the employee's right to respond orally or in writing within eight (8) calendar days from the date of the Written Notice (In the case of misconduct, the period of time an employee has to respond may be shorter than eight (8) calendar days);
		7. Be accompanied by a Proof of Service prepared by someone who is not a party to the action (see Exhibit D and Exhibit E).

# Final Decision

After consideration of the employee's response, if any, or eight (8) calendar days from the date of the written notice of intent, whichever is sooner, the supervisor will provide the employee with written notification of the final decision (see Exhibit C). If warranted, the supervisor may reduce the termination action to a less serious corrective action without the issuance of a further Notice of Intent. The Written Notice of Final Decision shall:

* + 1. Cite the policy [([PPSM-64](https://policy.ucop.edu/doc/4010413/PPSM-64), Termination and Job Abandonment](http://policy.ucop.edu/doc/4010413)) under which the termination is being taken;
		2. State the action to be taken;
		3. State the effective date of the action; and
		4. State the employee's right to request a review of the action under [PPSM-70](http://policy.ucop.edu/doc/4010417/PPSM-70), Complaint Resolution.
		5. Include a Proof of Service prepared by someone who is not a party to the action (see Exhibit D and Exhibit E).

# Pay in Lieu of Notice

The employee must receive at least fifteen (15) calendar days’ notice prior to termination or pay in lieu of notice. The fifteen (15) calendar days will be counted from the date of the notice of intent to terminate. However, if the termination is for misconduct, the employee may be suspended without pay as of the date of the notice of intent to terminate.

If the employee provides a timely response to the notice of intent, the employee may be terminated immediately after consideration of that response. If the employee does not provide a timely response to the notice of intent, the employee may be terminated immediately after the eighth (8th) day following the date of the intent to terminate.

These procedures do not apply to employees holding Probationary, Limited, Casual/Restricted, or Floater Appointments.

1. **Termination: Managers and Senior Professionals –** Manager 3 and below *(This section applies to employees in MSP positions classified as Manager 3 and below, unless the employee has been legacied under the termination provisions that applied to their pre-Career Tracks classification)*

# General

Managers and senior professionals as listed in Section E (above) who hold career appointments may be terminated from employment when, in management’s judgment, the needs or resources of the department or the performance or conduct of the employee do not justify the continuation of the employee’s appointment.

# Notice and Decision

When an appointment is to be terminated, the employee must receive written notice of the intent to terminate. This notice must include a statement of the reason(s) for the intended action, a copy of any materials upon which the termination is based, and a statement that the employee has the right to respond either orally or in writing within eight (8) calendar days of the date of the notice of intent to terminate. After the employee has responded, or after eight (8) calendar days, whichever comes first, management will review the response, if any, and inform the employee of the action to be taken.

# Notice Period or Pay in Lieu of Notice

An employee terminated for reasons other than misconduct will receive sixty (60) calendar days’ notice prior to termination or pay in lieu of notice. The sixty (60) calendar days will be counted from the date of the notice of intent to terminate. However; if the termination is for misconduct, the employee may be suspended without pay as of the date of the notice of intent to terminate.

If the employee provides a timely response to the notice of intent, the employee may be terminated immediately after consideration of that response. If the employee does not provide a timely response to the notice of intent, the employee may be terminated immediately after the eighth (8th) day following the date of the intent to terminate.

# Official Review

* 1. **Official Reviewer**

The notice of intent to terminate must also clearly identify the person to whom the employee should direct their response. That person is known as the Official Reviewer or Skelly Officer. The Official Reviewer should be at least one administrative level higher within the direct organizational structure than the person who issues the notice of intent. The function of the Official Reviewer is to give the employee an opportunity to respond while minimizing the risk that the notice of intent to terminate was wrongly issued.

All written notices of proposed actions shall be hand-delivered, with receipt acknowledged via signature on a copy of the notice for UCI HR files. When personal delivery is not possible, the notice may be sent by U.S. Postal Service or other qualified delivery service, including email, with the delivery tracked and confirmed. A copy of the supporting documentation supporting the notice of intent should also be provided to Human Resources.

# Employee Representation

Employees who receive a notice of intent may be assisted by a representative of their choosing, except that a supervisory or confidential employee may not represent a non-supervisory or non-confidential employee, and a non-supervisory or non- confidential employee may not represent a supervisory or confidential employee, respectively.

# Action Taken

After the employee has responded, or after eight (8) calendar days, whichever comes first, the Official Reviewer will review the response in consultation with the division or department head, and Human Resources, as appropriate, and notify the employee in writing of the action to be taken. A copy of the final notice will be placed in the employee’s personnel file.

If termination action as referenced above is to be imposed, the employee shall be advised of their right to review the action under [PPSM 70](http://policy.ucop.edu/doc/4010417/PPSM-70), Complaint Resolution.

1. **Termination: Managers & Senior Professionals –** Above Manager 3 and Equivalent Positions

*(This section applies to employees in MSP positions classified above Manager 3)*

# General

Managers and senior professionals as listed in Section G (above) who hold career appointments serve at the discretion of the Chancellor and may be terminated at will and at any time with or without cause. The at-will status of these employees cannot be altered except by amendment of this Procedure.

# Notice

Managers and senior professionals may receive, at the sole discretion of the Chancellor, up to sixty (60) calendar days’ written notice prior to termination or pay in lieu of notice.

# Termination Assistance: Managers & Senior Professionals

Managers and senior professional employees may be assisted, at the discretion of the Chancellor, as follows:

* 1. Assignment of the employee to another position, if a position is available, that the employee is qualified to perform and when the assignment is in the University's interest.
	2. Career counseling or outplacement services.
	3. Reasonable time off with pay to interview for other positions both within and outside the University.
	4. Severance
		1. When deemed appropriate by the Chancellor, severance pay in the amount of one month of pay, or less, for each completed year of continuous University service up to a maximum of six (6) months of pay may be offered. In order to receive severance, the employee must enter into a written separation agreement that is approved by the University in accordance with the [Regents Policy 4105](https://regents.universityofcalifornia.edu/governance/policies/4105.html): Policy on Settlement Litigation, Claims, and Separation Agreements[.](http://regents.universityofcalifornia.edu/governance/policies/4105.html)
		2. No severance pay will be provided when termination is a result of misconduct, as determined by the Chancellor.
		3. An employee who is reemployed at any University location in any capacity during the paid severance period is required to repay to the University an amount equal to the severance pay received for the time period beginning with the date of hire in the new position to the end of the paid severance period.

In the event the monthly salary in the new position is less than the monthly salary used to calculate the severance pay amount, the employee is required to repay to the University an amount based on the monthly salary of the new position for the time period beginning with the date of hire in the new position to the end of the paid severance period.

A written repayment plan is to be agreed upon between the employee and the University before the employee begins work.

# References

Personnel Policies for Staff Members

* [PPSM-62](http://policy.ucop.edu/doc/4010411), Corrective Action - Professional and Support Staff
* [PPSM-63](http://policy.ucop.edu/doc/4010412), Investigatory Leave
* [PPSM-64](http://policy.ucop.edu/doc/4010413), Termination and Job Abandonment
* [PPSM-70](http://policy.ucop.edu/doc/4010417), Complaint Resolution

Regents’ Policy

* [Regents Policy 4105: Policy on Settlement of Litigation, Claims, and Separation](https://regents.universityofcalifornia.edu/governance/policies/4105.html) [Agreements | Board of Regents](https://regents.universityofcalifornia.edu/governance/policies/4105.html)

Personnel Procedures for UCI Staff Members

* [UCI Procedure 62:](https://www.hr.uci.edu/partnership/policies-procedures/pdf/Procedure-62.pdf) Corrective Action
* [UCI Procedure 63:](https://www.hr.uci.edu/partnership/policies-procedures/pdf/Procedure-63.pdf) Investigatory Leave

# Exhibits (Template Notices)

**Exhibit A. Intent to Dismiss for Failure to Maintain Appropriate Work Performance Standards**

# [Date]

**[Employee Name] [Job Title]**

Subject: Notice of Intent to Dismiss Dear **[Name]**,

This is to inform you of the action being taken relative to your employment at the University of California.

Due to your continued unsatisfactory performance and in accordance with **[contract or PPSM- 64]**, this is a Notice of Intent to Dismiss you from **[current job title]** on **[date] (*Except in cases of misconduct, be sure to give at least 15 calendar days’ notice of dismissal or pay in lieu of notice*)**. Specifically, your **[problem behavior/performance]** is inconsistent with **[cite University policy, UC Irvine procedures, department guidelines or other reason]**.

On **[date]**, I discussed **[problem behavior/performance]** with you and issued a written warning to you confirming our discussion. Since that date, there have been other incidents similar to those that prompted my memo. **[Detail the specific incident(s) that occurred since the counseling session, including dates of incidents, dates discussed, reasons given for the behavior, etc. Include the negative impact of the issues. Include any reasons given by the employee for the behavior and respond as to the merits of the explanations]**.

Per **[contract or PPSM-64]**, you have the right to respond to this Notice of Intent to Terminate, either orally or in writing, within eight (8) calendar days from the date of issuance. Please direct your response to **[reviewed name, phone, and email]**.

I strongly recommend that you consider utilizing the resources of the [Life Resources Program](https://liferesources.uci.edu/) at (844) 824-3273 for confidential assistance in resolving any personal problems that may be affecting your work performance and/or behavior.

Sincerely,

# [Name of supervisor] [Title]

Enclosures: Proof of Service

CC: **[Next level supervisor/manager name] [Reviewer name]**, if applicable

# [WR Consultant name] [HRBP name]

**[Union name]**, if applicable Employee Personnel File

***DO NOT CC OEOD***

Attachments: **[Information referenced above; proof of service; historical write-ups, etc]**

**Exhibit B. Notice of Intent to Dismiss due to Misconduct [Date]**

**[Employee Name] [Job Title]**

Subject: Notice of Intent to Dismiss due to Misconduct Dear **[Name]**,

This is to inform you of the action being taken relative to your employment at the University of California.

Due to your continued unsatisfactory performance and in accordance with **[contract or PPSM- 64]**, this is a Notice of Intent to Dismiss you from **[current job title]** on **[date – in cases of misconduct, an employee shall receive at least eight (8) calendar days’ notice of termination and may be suspended without pay as of the day of the Notice of Intent to Dismiss].** Specifically, your **[problem behavior/performance]** is inconsistent with **[cite University policy, UC Irvine procedures, department guidelines or other reason]**.

On **[date]**, I discussed **[problem behavior/performance]** with you and issued a written warning to you confirming our discussion. Since that date, there have been other incidents similar to those that prompted my memo. **[Detail the specific incident(s) that occurred since the counseling session, including dates of incidents, dates discussed, reasons given for the behavior, etc. Include the negative impact of the issues. Include any reasons given by the employee for the behavior and respond as to the merits of the explanations]**.

Per **[contract or PPSM-64]**, you have the right to respond to this Notice of Intent to Dismiss, either orally or in writing, within eight (8) calendar days from the date of issuance. Please direct your response to **[reviewed name, phone, and email]**.

***If suspending employee:*** I am further advising you that, effective immediately, you are being suspended **[with or without pay]** from your position of **[job title]** in **[department name]**. During your suspension, you may not enter the work site, including [specify locations] for any purpose, unless you have made prior arrangement with me. You may not interact with any [department] employees not access any University or **[department]** resources, including, but not limited to **[list computer resources]**. You may not destroy or in any way alter files or materials, including computer files.

# *The following paragraph is optional:* You are required to return your [list items such as keys and access cards for building(s), office(s), vehicles (s), laboratories; service and/or administrative gate pass; employee identification card, files, computer disks and/or software, books, library photocopy cards, voice mail codes OIT/HSIS password(s), computer account(s) passwords, PAL

**(purchasing) card, corporate credit card, University calling card, safety goggles/apparel purchased by the University, etc.]** to me immediately. You are required to immediately return all University property provided for your work use at home, included but not limited to **[list computer, fax, modem, printer, etc]**. ***Optional***: **[Name]** will accompany you to your home immediately to retrieve this property.

I strongly recommend that you consider utilizing the resources of the [UCI Life Resources](https://liferesources.uci.edu/) Program at (844) 824-3273 for confidential assistance in resolving any personal problems that may be affecting your work performance and/or behavior.

Sincerely,

# [Name of supervisor] [Title]

Enclosures: Proof of Service

CC: **[Next level supervisor/manager name] [Reviewer name]**, if applicable

# [WR Consultant name] [HRBP name]

**[Union name]**, if applicable Employee Personnel File

***DO NOT CC OEOD***

Attachments: **[Information referenced above; proof of service; historical write-ups, etc]**

**Exhibit C. Dismissal**

**[Date]**

**[Employee Name] [Job Title]**

Subject: Dismissal Dear **[Name]**,

This is to inform you of the action being taken relative to your employment at the University of California.

***If employee responded to Intent to Dismiss within timeframe (skip to next paragraph if employee did not respond):***

**[Reviewer Name]** has responded to your explanation regarding my Notice of Intent to Dismiss dated **[date]. [Reviewer name]** supports the decision to go forward with the dismissal.

In accordance with **[contract or PPSM-64]**, your employment as **[job title]** will be terminated effective **[date of termination]**.

Your continued **[unsatisfactory performance/misconduct]**, specifically, **[problem behavior/performance]** is inconsistent with **[cite University policy, UC Irvine procedures, department guidelines or other reason]**.

***The following paragraph is optional:*** You are required to return your **[list items such as keys and access cards for building(s), office(s), vehicles (s), laboratories; service and/or administrative gate pass; employee identification card, files, computer disks and/or software, books, library photocopy cards, voice mail codes OIT/HSIS password(s), computer account(s) passwords, PAL (purchasing) card, corporate credit card, University calling card, safety goggles/apparel purchased by the University, etc.]** to me immediately. You are required to immediately return all University property provided for your work use at home, included but not limited to **[list computer, fax, modem, printer, etc.]**. ***Optional***: **[Name]** will accompany you to your home immediately to retrieve this property.

Per **[contract or PPSM-64]**, you have the right to respond to this Dismissal Notice, either orally or in writing, within eight (8) calendar days from the date of issuance. Please direct your response to **[reviewer name, phone, and email]**.

Sincerely,

# [Name of supervisor] [Title]

CC: **[Next level supervisor/manager name] [Reviewer name]**, if applicable

# [WR Consultant name] [HRBP name]

**[Union name]**, if applicable Employee Personnel File

***DO NOT CC OEOD***

Attachments: **[Information referenced above; proof of service; historical write-ups, etc]**

Proof of Service

**Exhibit D. Notice of Intent to Separate for Job Abandonment**

**[Date]**

**[Employee Name]**

**[Job Title]**

**Re: Notice of Intent to Separate for Job Abandonment**

Dear [Name],

In accordance with **[Personnel Policies for Staff Members (PPSM)-64 Termination and Job Abandonment** or **(Insert CBA Article)**], this is a Notice of Intent to Separate you from your [**current job title**] position on **[Date (employee shall receive at least 8 or 14 calendar days’ notice depending on applicable PPSM or CBA Article)],** based on your failure to report to work as scheduled, without notice, for five (5) or more consecutive days.

You were scheduled to work on [**absence start date]** and you did not report into work, nor did you communicate an absence or call off. You have not reported to work as scheduled since that date. You were not granted vacation and you have not called in sick. I attempted to reach you via email, on [**dates**] and you were unresponsive. I have called your cell phone and left messages for you on [**dates**], but you have not returned my calls.

Therefore, we consider you to have resigned your position in accordance with the following section of the [**Personnel Policies for Staff Members (PPSM)- 64 or (Insert CBA Article)]**:

*“[Insert applicable language from* **Personnel Policies for Staff Members (PPSM)- 64 or (Insert CBA Article)]”**

In accordance with [**PPSM- 64** or **(Insert CBA Article)**], you have the right to respond regarding this intended action, either orally or in writing, within [**eight (8)/fourteen (14)**] calendar days from the date of this notice. You should direct any such response to [**Skelly/Review Officer**]. If you wish to make an appointment for the express purpose of orally responding to this notice, please contact [phone contact information]. You may also respond in writing via email to [email contact information]. Your response must be received by **[Date-8 or 14 days after issuance, depending on applicable PPSM/CBA Article**]. You will be notified in writing of a final decision on or after **[Date**: **9 or 15 days after issuance, depending on applicable PPSM/CBA Article].**

Please note that resources are available via the [UCI Life Resources](https://liferesources.uci.edu/) Program at (844) 824-3273 for confidential assistance in resolving any personal challenges that may be affecting your work performance and/or behavior.

Respectfully,

[**Name of supervisor**]

[**Title]**

Enclosures: Proof of Service

CC: **[Next level supervisor/manager name]**

 **[Skelly/Official Reviewer name]**

**[WR Consultant name]**

**[HRBP name]**

**[Union name]**, if applicable

Employee Personnel File

**Exhibit E. Notice of Intent to Separate for Failure to Return from Leave**

**[Date]**

**[Employee Name]**

**[Job Title]**

**Re: Written Notice of Intent to Separate for Failure to Return from Leave**

Dear [**Name**]

In accordance with **[Personnel Policies for Staff Members (PPSM)- 64 or (Insert CBA Article)]**, this is a Notice of Intent to Separate you from your **[current job title**] position on **[Date –employee shall receive at least 8 or 14 calendar days’ notice, depending on applicable PPSM or CBA Article],** based on your failure to report to work since your scheduled return to work from approved leave on **[schedule return date]**.

Despite your scheduled return to work on [**date**], you have failed to report to work for five (5) or more consecutive days. As you are aware, the **[Benefits/Disability Management]** Office has made numerous attempts to obtain medical documentation from you on **[dates]** to **[verify your return to work/to support an extension of your leave]**.

On [**date**], Sedgwick notified **[me/Supervisor name]**, that you had not provided documentation to **[return to work/support an extension of your leave**]by the due date. On [**date**], the **[Benefits/Disability Management]** Office mailed you a Work Status Follow Up Letter in which you were provided five (5) business days to provide work status documentation, which you did not provide. On **[date]**, the **[Benefits/Disability Management]** Office again contacted you and provided you an additional five (5) business days to provide work status documentation. To date, you have not provided any documentation supporting extension of your leave or return to work.

Finally, on [**date**], **[I/[Supervisor Name]** contacted you via **[email/phone/left you a voicemail]** with instructions to call back by [**date**]; however, they also received no response.

Therefore, we consider you to have resigned your position in accordance with the following section of the **[Personnel Policies for Staff Members (PPSM)- 64 or (Insert CBA Article)]:**

*“[Insert applicable language from* **Personnel Policies for Staff Members (PPSM)- 64 or (Insert CBA Article)]”**

As a result of the above, you are immediately being placed on an unpaid administrative leave and it is my intent to separate you from employment at [**Department**], effective [**date**], for job abandonment.

In accordance with [**PPSM- 64 or (Insert CBA Article)],** you have the right to respond regarding this intended action, either orally or in writing, within [**eight (8)/fourteen (14)] calendar days]** from the date of this notice. You should direct any such response to **[Skelly/Official Reviewer]**. If you wish to make an appointment for the express purpose of orally responding to this notice, please contact [**phone contact information**]. You may also respond in writing via email to [**email contact information**]. Your response must be received by [**date:** (**8/14 days after issuance, depending on applicable PPSM/CBA Article**]. You will be notified in writing of a final decision on or after [**date**: (**9/15 days after issuance, depending on applicable PPSM/CBA Article].**

Please note that resources are available via the [UCI Life Resources](https://liferesources.uci.edu/) Program at (844) 824-3273 for confidential assistance in resolving any personal challenges that may be affecting your work performance and/or behavior.

Respectfully,

[**Name of supervisor**]

[**Title]**

Enclosures: Proof of Service

CC: **[Next level supervisor/manager name]**

 **[Skelly/Official Reviewer name]**

 **[WR Consultant name]**

**[HRBP name]**

**[Union name]**, if applicable

Employee Personnel File

**Exhibit F.** **Notice of Separation for Job Abandonment**

**[Date]**

**[Employee Name]**

**[Job Title]**

Re: Notice of Separation for Job Abandonment

Dear **[Name]**:

On **[Date]**, you were issued a letter notifying you of our intent to separate you from your **[current job title]** position in the **[Department]** due to job abandonment and were provided an opportunity to respond no later than **[Date]**.

**[If employee responded to Notice of Intent to Separate within timeframe:**

I received your response to the Notice of Intent to Separate for Job Abandonment on [Date]. Your response failed to supply information to rescind or modify our intent to go forward with the separation.]

**[If employee did not respond to Notice of Intent to Separate within timeframe:**

You did not provide a response to the Notice of Intent to Separate for Job Abandonment.]

Therefore, in accordance with **[(Insert CBA Article) or PPSM-64]**, we hereby consider you to have resigned your position. You will be separated from your employment as **[job title]** effective **[date of separation]**.

**[The following paragraph is optional]:** You are required to return your [list items such as keys and access cards for building(s), office(s), vehicles (s), laboratories; service and/or administrative gate pass; employee identification card, files, computer disks and/or software, books, library photocopy cards, voice mail codes OIT/HSIS password(s), computer account(s) passwords, PAL (purchasing) card, corporate credit card, University calling card, safety goggles/apparel purchased by the University, etc.] to me immediately. You are required to immediately return all University property provided for your work use at home, included but not limited to [list computer, fax, modem, printer, etc]. **Optional:** [Name] will accompany you to your home immediately to retrieve this property.]

If you are enrolled in Direct Deposit, your final check will be direct deposited. If not enrolled, you will receive a paper check by mail. Please note this check includes payment of accrued vacation/PTO hours owed to you and if appropriate. If you have any questions regarding your check, please contact the EEC at 949-824-0500 or https://eec.hr.uci.edu.

Per **[(Insert CBA Article) or PPSM-64],** this decision is **[subject/not subject]** to **[grievance and/or arbitration provision/complaint]** provisions.

Respectfully,

[Name of supervisor]

[Title]

Enclosures: Proof of Service

CC: [Next level supervisor/manager name]

[WR Consultant name]

[HRBP name]

[Union name], if applicable

Employee Personnel File

**Exhibit G**. **Proof of Service Delivery by U.S. Mail**

**PROOF OF SERVICE**

**Delivery by U.S. Mail**

I declare that I am over the age of eighteen years and am not a party to the issue described in the attached notice. My work address is University of California, Irvine, [**Department/Unit Name, Room Number + Building Name] [City]**, California, **[Zip code]**. On **[date],** I served the attached Notice of Investigatory Leave by placing a true copy enclosed in a sealed envelope with postage fully paid in the United States mail, addressed as follows:

# [Name of Recipient] [Street Address] [City, State, Zip code]

I declare under penalty of perjury that the foregoing is true and correct, and that this declaration was executed on **[date]** at **[city]**, California.

*Signature*

**[Name Typed Here]**

**Exhibit D. Proof of Service Personal Delivery**

**PROOF OF SERVICE**

**Personal Delivery**

I declare that I am over the age of eighteen years and am not a party to the issue described in the attached notice. My work address is University of California, Irvine, [**Department/Unit Name, Room Number + Building Name] [City]**, California, **[Zip code]**. On **[date]**, I personally delivered the attached Notice of Investigatory Leave to:

# [Name of Recipient] [Street Address] [City, State, Zip code]

I declare under penalty of perjury that the foregoing is true and correct and that this declaration was executed on **[date]** at **[city]**, California.

*Signature*

**[Name Typed Here]**