

## **NOTICE OF LAYOFF**

**Sec. 96.** Notice of any layoff, under these Rules, shall be made by giving a letter to the employees to be laid off a minimum of three days prior to the effective date of the layoff. The letter shall inform the employees of the appointing authority's decision to reduce the work force. If any employee affected by the layoff cannot be located within twenty-four (24) hours after the effective date of layoff, the letter containing the layoff notice shall be mailed to that employee's last known address as shown on the employee's records on file in the Commission's office.