



## A GUIDE FOR SURVIVING A UNIVERSITY SUPPORT STAFF LAYOFF

### BENEFITS

An overview of “*Leaving Employment & Benefits Transition*” is available at <http://humanresources.ku.edu/benefits/leaving>. In addition, an employee can discuss health insurance questions, retirement eligibility, and other benefits issues with a University Benefits Specialist in Human Resources Management by calling 785-864-4946 or emailing [hrdept@ku.edu](mailto:hrdept@ku.edu).

### PAYCHECK AND LEAVE

An employee will continue to have access to HR/Pay after leaving the employment of the University in order to access paychecks and the State of Kansas Self Service website in order to access W-2s. HR/Pay is available through the “myKU” portal at <http://portal.ku.edu> and the HR website at <https://hr.ku.edu/>. The State of Kansas Self Service website can be accessed at <https://sharp.sok.ks.gov/psp/sokhrprd>.

Accrued **vacation leave** for employees appointed to regular positions will be paid with the employee’s last paycheck up to a maximum allowable payout (176 hours) when the employee is terminated. If retirement eligible, the maximum allowable payout upon separation from service is 240 hours. Non-exempt staff will also be paid for any remaining balance of accrued **compensatory hours** and exempt staff will be paid for any **holiday compensatory hours**. Employees will not be paid for an unused **discretionary day**.

Unused **sick leave** is forfeited when employment from the state of Kansas is ended for those who are not retirement eligible. The sick leave balance remaining at the time employment ends will be reinstated for persons re-employed by University or State of Kansas service within one year of the date of employment separation. Sick leave payout amounts upon leaving employment for employees who are retirement eligible are listed at <http://humanresources.ku.edu/sick-leave>.

### SEEKING EMPLOYMENT

The employee may schedule an appointment with a University Senior Recruiter in Human Resources Management to discuss the job search process by calling 785-864-4946 or emailing [hrdept@ku.edu](mailto:hrdept@ku.edu). In addition, the employee can apply for University jobs at <http://employment.ku.edu>.

[Pursuant to University’s Professional Development and University Service During Work Time](#) policy, the supervisor and/or departmental unit are encouraged to work with an employee who is being laid-off to try to authorize **on-campus interviews** within work time **or off-campus interviews** with time off work as long as the time-period does not provide a hardship for the unit.

## UNEMPLOYMENT INSURANCE BENEFITS

An employee that receives a layoff notice, may be eligible for unemployment benefits. **To avoid delay of unemployment benefits payments, it is important to file a claim as soon as possible following the last day at work.**

Additional information about unemployment benefits can be obtained by calling 800-292-6333 or at [www.GetKansasBenefits.gov/faqs.asp](http://www.GetKansasBenefits.gov/faqs.asp). Application for unemployment benefits can be made at [www.GetKansasBenefits.gov](http://www.GetKansasBenefits.gov).

A retirement eligible employee that is considering applying for unemployment benefits is strongly encouraged to contact the Unemployment Call Center (at [www.GetKansasBenefits.gov](http://www.GetKansasBenefits.gov) or by calling 1-800-292-6333) to ask whether he/she should retire or terminate his/her employment relationship. Retirement may affect eligibility for unemployment benefits.

## EMPLOYEE ASSISTANCE PROGRAM (EAP)

An employee having a difficult time due to receiving a layoff notice may consider contacting one of the following resources:

- COMPSYCH, a voluntary, confidential FREE service that provides employees and their immediate families professional counseling and referral services by calling 888-275-1205, selecting Option 1, or online at [www.guidanceresources.com](http://www.guidanceresources.com) (Organization Web ID is SOKEAP); or
- Your health plan for information on other available services and coverage.

## PREPARING FOR YOUR DEPARTURE FROM KU

An **off-boarding checklist** for employees transferring to another University position or separating from University employment can be accessed at: <http://humanresources.ku.edu/document/employee-offboarding-checklist-document>.

Before departing your current position, please complete the University's online **Exit Interview Questionnaire** at: <http://humanresources.ku.edu/document/employee-exit-questionnaire>. Your feedback is essential to assess and identify opportunities to improve employee experience and work environment.

***Any other questions, may be directed to [hrdept@ku.edu](mailto:hrdept@ku.edu) or 785-864-4946***