

- i. Layoff under the Employment Standards Act are interruptions of employment for thirteen (13) weeks or less.
- ii. Notice is not required in layoff, but Department Heads should, if possible, give at least seven (7) calendar days notice in such cases.
- iii. Layoff shall be on the basis of County need and ability to do the job. The employee with the shortest service shall be laid off first unless this leaves the Department with no one who is available to perform the required duties. In such a case, the shorter service employee with the required skills may be retained.
- iv. Recall shall be on the basis of county need, with preference being given to the employee with the longest service who is capable of doing the work available.

- v. Service for the purposes of this section shall be based on time actually worked for the County and shall not include periods on layoff or leave of absence.
- vi. If an employee does not return to work within seven (7) calendar days of being notified by registered mail to his/her last known address that work is available, he/she shall be deemed to be no longer in the employ of the County unless granted a leave of absence by the Department Head. If re-employed, he/she shall be treated as a new employee.
- vii. No credits for sick pay or vacation pay shall be accumulated during periods of layoff.
- viii. Vacation credits accumulated during the vacation year prior to the date of layoff must be used up immediately following the commencement of the layoff.