**Section 302.520 Indeterminate Layoff Procedure**

a) An operating agency may request the indeterminate layoff of an employee because of lack of funds, material change in duties or organization or lack of work or the abolition of a position for any of these reasons. Based on class, option, agency, county or other designation, an indeterminate layoff shall be within organizational units justified by operations and approved prior to the layoff by the Director.

b) A proposed indeterminate layoff is subject to the approval of the Director before becoming effective and shall include the following in the organizational unit in which the indeterminate layoff is proposed.

1) a list of all employees showing status and total continuous service;

2) a listing of those employees to be laid off;

3) performance records of all employees affected by layoff plan;

4) an explanation of any layoff not in order of continuous service;

5) an explanation of the organizational unit selected, reflecting agency, facility, geographical, operational and other elements deemed relevant by agency head.

(Source: Amended at 33 Ill. Reg. 16560, effective November 13, 2009)