**Section 620.1030 Employee Opportunity to Seek Voluntary Reduction**

A certified employee or an employee serving a probationary period subsequent to promotion from a position in which certified who is subject to layoff as a result of the Director's approval of a layoff plan shall be promptly notified of the effective date of layoff and shall then be advised of the opportunity to request voluntary reduction to a current vacant position in accordance with Section 620.1010. An employee seeking voluntary reduction must submit a written request to the head of the employing department prior to the proposed effective date of layoff.