

**UNL Human Resources Coordinated Transition Services and Programs
For Grant or Other Temporarily Funded Employees
Whose Positions Are Eliminated or Reduced**

- The UNL Employment Office will offer employees both workshops and individual consultations on topics such as: drafting resumes, cover letters and employment applications; interview skills and techniques; and development of job search strategies.
- Employees are eligible for up to 10 hours of administrative leave during the notification period to interview and find new employment at UNL. Additional administrative leave may be extended to individuals participating in the Transitions Workshop and/or sessions offered by the UNL Employment Office. Such leave must be applied for and approved ahead of time by the supervising department.
- Employees continue to receive insured benefits coverage to the first day of the month following their last day of employment.
- Under federal law, employees may extend their health and dental insurance for up to an additional 18 months by paying 100% of the premium and a 2% administrative fee.
- Employees and their families may access the many services and programs offered by the UNL Employee Assistance Program for 12 months after their last day of employment.
- As required by law, employees whose positions are eliminated as a result of budget reductions are eligible for up to 26 weeks of unemployment insurance beginning one week after the end of employment. The current maximum benefit is \$262 per week.
- HR facilitates a “Transitions Workshop” for employees who have been laid-off from their jobs. Topics include presentations from UNL staff from the EAP, Employment, Benefits and Career Services programs as well as from the City of Lincoln and State of Nebraska.
- Payment for any accrued vacation days or floating holidays will be included on your final check. You will not receive pay for unused sick leave unless you are eligible and chose to retire from the University.
- Employees who leave the University (for other than corrective action reasons) and return to a leave-eligible position within three years will be credited with prior years of service, will have both their sick and vacation leave accrual rates restored as well as their accrued sick leave balance as of their date of separation. For employees returning to UNL after retiring and receiving pay for one-fourth of accrued sick leave, accrued sick leave will not be reinstated.
- Employees who leave a position due to reduction in force or loss of funding will be required to serve another six-month original probation period should they take another position on campus.
- UNL HR has arranged for on-site opportunities for employees to meet individually with representatives from TIAA/CREF and FIDELITY to discuss retirement options and planning strategies, etc.