



Layoffs Toolkit

This Toolkit contains information, forms, factsheets and resources to assist you with reductions in force and **Layoffs**.

Sample Policies

- [Furlough – Sample Letters](#)
- [Layoff Policy – Sample](#)
- [Severance Policy – Sample](#)
- [Termination Letter – Sample](#)
- [WARN Act \(Worker Adjustment and Retraining Notification Act\)](#)

WARN Act

- [DOL – Plant Closings & Layoffs](#)
- [WARN Act \(Worker Adjustment and Retraining Notification Act\)](#)
- [DOL Fact Sheet](#)
- [WARN Notices Procedure and Instructions \(Florida\)](#)
- [WARN Act – Decision Tree](#)
- [WARN Act – Compliance Assistance Materials](#)
- [WARN Act – Sample Notices](#)
- [WARN Act Toolkit from Wolters-Kluwer](#)

Posters, Forms & Fact Sheets

- [Layoff Criteria](#)
- [Management Guide](#)
- [Scripted Layoff](#)
- [Separation Checklist](#)
- [Severance Benefits](#)
- [Tips to Avoid Legal Claims](#)

Additional Guidance & Resources

- [EAF Legal Alerts](#)
- [EEOC – Understanding Waivers of Discrimination Claims in Separation Agreements](#)
- [Unemployment Insurance](#)
 - [Florida Re-Employment](#)
 - [Florida Short Time Compensation Program](#)