

- 1) Call your Local Company Supervisor and inform them of occurrence at once.  
If you get an answering machine, leave Name, Date, Time, and Why you laid off.
- 2) Keep this record until you retire.

If nothing else, save Documentation on a sheet of paper in a Box, Drawer, Hanging on a nail.  
What ever you do keep a record of it. You are now putting the ball back in their court.

### Example of record:

At 11:15 AM July 4th, Called MOP CS Smith, Left following message on answering machine:  
This is Engineer IM Crapper, I laid off SICK at 11:10 AM July 4th because I have Food Poisoning.

## LAY OFF LOG

DATE \_\_\_\_\_ TIME \_\_\_\_\_

Called Supervisor \_\_\_\_\_  Talked to  Left Mssg  
Name & Title of Supervisor

This is \_\_\_\_\_ I Laid Off \_\_\_\_\_ At \_\_\_\_\_  
Your Occupation & Name                      Type of Lay off LS, PB, etc.                      TIME                      DATE

Because \_\_\_\_\_  
BRIEF discription of why you are laying off.

DATE \_\_\_\_\_ TIME \_\_\_\_\_

Called Supervisor \_\_\_\_\_  Talked to  Left Mssg  
Name & Title of Supervisor

This is \_\_\_\_\_ I Laid Off \_\_\_\_\_ At \_\_\_\_\_  
Your Occupation & Name                      Type of Lay off LS, PB, etc.                      TIME                      DATE

Because \_\_\_\_\_  
BRIEF discription of why you are laying off.

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Name & Title of Supervisor

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Your Occupation & Name                      Type of Lay off LS, PB, etc.                      TIME                      DATE

Because \_\_\_\_\_  
BRIEF discription of why you are laying off.