

1490 Campus Delivery

Fort Collins, Colorado 80523-1490

Telephone (970) 491-XXXX

Date

Name

Address

Dear Name,

This letter is a formal notification that funding for your position will end on date. We have been informed that additional funding may be forthcoming, although there may be a gap in the funding. If there is a gap, you have two options. First, you may use your accumulated leave. Second, you may ask to be placed on leave without pay (LWOP). If you are placed on LWOP, you will not accrue additional leave during that period. However, your leave balances at the beginning of the LWOP period will be maintained.

If you wish to be placed on LWOP, please sign the attached form and return it immediately to WCNR\_HR@mail.colostate.edu. If and when additional funding is received, we will cancel the LWOP action.

It is possible to continue insurance coverage during a LWOP period. If your monthly pay during the LWOP period is not sufficient to cover the cost of your insurance premiums, please contact the CSU Benefits Office at (970) 491-6947 or hr\_benefits@mail.colostate.edu to make arrangements for the payment of your insurance premiums.

You retain the right to resign at any time.  Whether you would be eligible for unemployment benefits under these circumstances is a matter of state law, so you may wish to speak with your state unemployment office.

We appreciate your contributions to Colorado State University, CEMML, and location. Please feel free to contact me if you have questions.

Sincerely,

Reymundo “Tony” Chapa, R.P.A.

Director

cc: PI, CEMML

 Julie Orwick, Warner College of Natural Resources

 Carl Davis, Warner College of Natural Resources