(3) All time in the above classifications during which the employee was absent with pay or was on approved long-term military leave under these Rules.

NOTICE OF LAYOFF

Sec. 96. Notice of any layoff, under these Rules, shall be made by giving a letter to the employees to be laid off a minimum of three days prior to the effective date of the layoff. The letter shall inform the employees of the appointing authority’s decision to reduce the work force. If any employee affected by the layoff cannot be located within twenty-four (24) hours after the effective date of layoff, the letter containing the layoff notice shall be mailed to that employee’s last known address as shown on the employee’s records on file in the Commission’s office.

PLACEMENT OF NAMES ON PRIORITY LISTS

Sec. 97. On the date layoffs become effective, the Executive Director shall order the names of laid off permanent and/or probationary employees to be placed on the priority lists established for all classifications from which they were laid off.

REVERSION TO FORMER STATUS

Sec. 98. When a reduction in the work force results in the layoff of an employee who had acquired permanent status in a former classification, the employee shall, dependent upon seniority in his/her former classification, be reinstated to that former classification. If the employee’s seniority is not sufficient to displace any employee in his/her former classification, he/she shall be placed on the priority list for that classification. However, the employee must have continuous service with the City and may not have been permanently removed from his/her former classification for cause.

OBJECTION TO AND APPEAL OF LAYOFF

Sec. 99. Any laid off probationary or permanent employee may object to his/her layoff on grounds that the seniority calculation was incorrect or that the layoff action was the result of an improper or illegal employment practice. The employee may do so by filing an appeal within ten days after being either personally served with a notice of layoff by the appointing authority, or after receiving a certified or first-class letter informing him/her of the pending layoff. The Commission shall determine the method of its review and may conduct its own investigation, call witnesses, review documents, and/or proceed in the same manner it would for a hearing under these Rules. After either a review or hearing, the Commission shall make a final determination. If the employee who is laid off fails to make a timely protest and/or objection to his/her layoff, the layoff shall be effective as of the date specified in the notice of layoff. However, the Commission may correct an error in seniority calculations at any time and may make appropriate adjustments in an order of layoff or a priority list ranking due to the correction.