



International Association of Machinists and Aerospace Workers

THE UNITED LODGE -- LOCAL 914

NEWARK AIRPORT, NEWARK, NEW JERSEY

Pre-Layoff Planning

Many reasons: loss of revenue, down-sizing, bankruptcy restructuring, bankruptcy liquidation and others cause layoffs.

Being laid-off is always difficult and, at some level, a real shock. Even though you see others being laid-off it seems unreal that you could also become one of them.

Being prepared and knowing your options will help you make this difficult time a little easier. We hope this guide will help you gather **all** the facts you may need to make it through this most difficult time.

Finding out your benefits

Check your contract

Ask your shop steward and/or your committee person

Attend union meetings and ask questions

Don't depend on rumors and "know-it-all" information

Facing the Lay-Off

For many people the first step is to admit that the possibility of being laid-off is real, and even though you have the seniority and are skilled, it could still happen to you. It is also important to understand that at this point no one knows how long you will be laid-off; it will be longer for some than others. It is better to plan for a longer lay-off than a short one.