

**THE TIMELINE FOR MARCH 15 LAYOFFS**  
**PERMANENT MEMBERS ONLY**

| <b>Event</b>          | <b>Date</b>  | <b>Method of Service</b>   |
|-----------------------|--|--|
| Layoff Notice         | March 15   | Notices may be served by registered mail or by personal service.   |
| Request for a Hearing | The District deadline for submitting a Request for Hearing is March 24, 2011.  | Request must be in writing. Please use the form that we provided to you in the mail. If you have not received the form via mail, go to <a href="http://www.sdea.net/wp-content/uploads/REQUEST-FOR-HEARING.pdf">http://www.sdea.net/wp-content/uploads/REQUEST-FOR-HEARING.pdf</a> to download a Request for Hearing form. |
| Notice of Accusation  | Served by the District after it receives your Request for Hearing.   | Served personally or by registered mail.   |
| Notice of Defense     | Within <u>5</u> days of receiving the Notice of Accusation, you MUST file a Notice of Defense with the District office. Failure to file may waive your right to a hearing. | Request must be in writing. Please use the form that we provided to you in the mail. If you have not received the form via mail, go to <a href="http://www.sdea.net/wp-content/uploads/NOTICE-OF-DEFENSE.pdf">http://www.sdea.net/wp-content/uploads/NOTICE-OF-DEFENSE.pdf</a> to download a Notice of Defense form        |

