

# 2021 Reduction in Force ILO Schedule

## US Domestic, Non-Executive

DRAFT  
as of 08/28/2020

Surplus Declaration				Competency Assessments		Talent Review Meetings and Employee Identification					Distribution of Notices					
BU Surplus Details Due (Nonunion)	Function Surplus Details Due (Nonunion)	Rosters Created by CoB	Union Surplus Details Due	Level Setting Meetings	Competency Assessments (Salaried Nonunion Only)	Talent Review Meetings	Last Day to Identify Employees and Run Initial Adverse Impact	BU/Function Surplus Validation to Notices	Final Impact and Roster Complete	Final Adverse Impact Analysis	Managers Receive and Deliver Advance 60 Day Notices	Advance 60 Day Notices Delivered to Employee in Worklife	Benefit Election Form and Release & Waiver Delivered	Managers Receive and Deliver 14 Day Notices to EE (Hourly Union Only)	Package Prep Date (Termination Notice and WD Integration)	Last Day on Payroll
10/5/20	10/9/20	10/16/20	10/19/20	10/19/20 - 10/23/20	10/26/20 - 11/2/20	11/3/20 - 11/10/20	11/11/20	11/12/20 - 11/15/20	11/16/20	11/17/20	11/18/20 - 11/20/20	11/21/20	11/23/20	01/8/21	01/19/21	01/22/21
11/2/20	11/6/20	11/13/20	11/16/20	11/16/20 - 11/20/20	11/23/20 - 11/30/20	12/1/20 - 12/8/20	12/9/20	12/10/20 - 12/13/2020	12/14/20	12/15/20	12/16/20 - 12/18/20	12/19/20	12/21/20	02/5/21	02/17/21	02/19/21
11/23/20	12/1/20	12/04/20	12/7/20	12/7/20 - 12/11/20	12/14/20 - 01/04/21	1/5/21 - 1/12/21	1/13/21	1/14/21 - 1/17/21	1/18/21	1/19/21	01/20/21 - 01/22/21	01/23/21	01/25/21	03/12/21	03/24/21	03/26/21
1/6/21	1/11/21	01/15/21	1/18/21	1/18/21 - 1/22/21	01/25/21 - 02/01/21	2/2/21 - 2/9/21	2/10/21	2/11/21 - 2/14/21	2/15/21	2/16/21	02/17/21 - 02/19/21	02/20/21	02/22/21	04/9/21	04/21/21	04/23/21
2/1/21	2/5/21	2/12/21	2/12/21	2/12/21 - 2/19/21	2/22/21 - 3/1/21	3/2/21 - 3/9/21	3/10/21	3/11/21 - 3/14/21	3/15/21	3/16/21	03/17/21 - 03/19/21	03/20/21	03/22/21	05/07/21	05/19/21	05/21/21
3/1/21	3/5/21	3/12/21	3/12/21	3/12/21 - 3/19/21	3/22/21 - 3/29/21	3/30/21 - 4/6/21	4/7/21	4/8/21 - 4/11/21	4/12/21	4/13/21	04/14/21 - 04/16/21	04/17/21	4/19/2021	6/4/2021	6/16/2021	6/18/2021
4/5/21	4/12/21	4/16/21	4/16/21	4/16/21 - 4/23/21	4/26/21 - 5/3/21	5/4/21 - 5/11/21	5/12/21	5/13/21 - 5/16/21	5/17/21	5/18/21	05/19/21 - 05/21/21	05/22/21	05/24/21	07/09/21	07/21/21	07/23/21
5/3/21	5/10/21	5/14/21	5/14/21	5/14/21 - 5/21/21	5/24/21 - 5/31/21	6/1/21 - 6/8/21	6/9/21	6/10/21 - 6/13/21	6/14/21	6/15/21	06/16/21 - 06/18/21	06/19/21	06/21/21	08/06/21	08/18/21	08/20/21
6/7/21	6/14/21	6/18/21	6/18/21	6/18/21 - 6/25/21	6/28/21 - 7/5/21	7/6/21 - 7/13/21	7/14/21	7/15/21 - 7/18/21	7/19/21	7/20/21	07/21/21 - 07/23/21	07/24/21	07/26/21	09/10/21	09/22/21	09/24/21
7/6/21	7/12/21	7/16/21	7/16/21	7/16/21 - 7/23/21	7/26/21 - 8/2/21	8/3/21 - 8/10/21	8/11/21	8/12/21 - 8/15/21	8/16/21	8/17/21	08/18/21 - 08/20/21	08/21/21	08/23/21	10/08/21	10/20/21	10/22/21
8/2/21	8/9/21	8/13/21	8/13/21	8/13/21 - 8/20/21	8/23/21 - 8/30/21	8/31/21 - 9/7/21	9/8/21	9/9/21 - 9/12/21	9/13/21	9/14/21	09/15/21 - 09/17/21	09/18/21	09/20/21	11/05/21	11/17/21	11/19/21
8/30/21	9/6/21	9/10/21	9/10/21	9/10/21 - 9/17/21	9/20/21 - 9/27/21	9/28/21 - 10/5/21	10/6/21	10/7/21 - 10/10/21	10/11/21	10/12/21	10/13/21 - 10/15/21	10/16/21	10/18/21	12/03/21	12/15/21	12/17/21