**NOTICE OF REDUCTION OF HOURS FOR ECONOMIC REASONS**

Date: [Date of Notice]

To: [Employee Name

Home Address Line 1

Home Address Line 2

City, State, ZIP Code

Employee Email Address

Employee Phone Number]

As of [date], we need to reduce your work hours by more than 15%. The reason for the reduction of hours is due to:

|  |  |
| --- | --- |
|  | **A full or partial closing of the business due to economic circumstances.**  In particular:  [Summarize the economic circumstances for the closing that resulted in the reduction of the employee’s hours.] |
|  | **A reorganization of the business due to economic circumstances.**  In particular:  [Summarize the economic circumstances for the reorganization that resulted in the reduction of the employee’s hours.] |

**It is illegal for a fast food employer to fire or lay off workers or reduce their hours by more than 15% without just cause or a legitimate economic reason.**

**Laid-off employees, which include employees with reduced hours for economic reasons, have a right to get back their jobs or hours when new shifts become available**.

**Notice of New Shifts from Fast Food Employer:**

Unless you opt out, we must notify you about new shifts over the next 12 months. You may accept the shifts; however, we must give shifts to laid-off employees in order of seniority.

*If your phone number or email change over the next 12 months (see information on file above)*, contact [name, title] with your updated information as soon as possible by sending an email to [email] or text message to [cell phone number].

*If you would like to* ***opt out*** *of receiving notice of new shifts*, contact [name, title] by sending an email to [email] or text message to [cell phone number].

For more information about your rights or to file a complaint:

* Visit **nyc.gov/workers**
* Email [**OLPS@dca.nyc.gov**](mailto:OLPS@dca.nyc.gov)
* Call **311** and ask for “Fair Workweek Law”