



VOLUNTARY SEPARATION PROGRAM APPLICATION

University of California, Merced Human Resources

The University is pleased to offer the local UC Merced Voluntary Separation Program (UCMVSP) to eligible STAFF employees as an opportunity to voluntarily terminate employment with UC Merced and receive severance pay. The severance pay will be in exchange for signing a release of any claims against the University of California.

In order to participate in the UCMVSP and receive severance pay, you must meet the requirements of the program and complete and submit this election form to your Department Head. Before completing this form, please read the [UCMVSP](#) and any other materials that have been provided to inform you about eligibility and the details of the program.

HR Initial and ReceiptDate _____

I. PERSONAL INFORMATION

NAME (Last, First, Middle Initial)

HOME ADDRESS (Number, Street, City, State, ZIP)		PERSONAL PHONE NUMBER
DEPARTMENT	SCHOOL / DIVISION	EMPLOYEE I.D. NUMBER
PAYROLL TITLE & TITLE CODE		POSITION NUMBER

I attest I am under the age of 40 at date of separation, April 30, 2021.

I attest I am age 40 or over at date of separation, April 30, 2021.

(Check local Program for ineligible employee groups. Eligibility for represented employees will be determined by collective bargaining.)

Salary: Annual \$ _____ or Hourly \$ _____

Full-time Part-time _____ %

Most Recent Hire Date without a break in service _____

II. SEPARATION DATE

Separation Date: April 30, 2021

III. EMPLOYEE SIGNATURE

By signing this form, I agree to terminate my employment effective April 30, 2021 and understand that I have to sign the release of claims that will be provided to me in order to receive any severance pay under the terms of the UCMVSP. I understand that I can change my mind within the designated time periods provided for in the UCMVSP.

EMPLOYEE	DATE
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EMPLOYEE: please forward the signed VSP application to the Department Head/Dean for their analysis and approval.

IV. ANALYSIS AND APPROVAL

1. DEPARTMENT HEAD/DEAN ANALYSIS AND APPROVAL

Requirements for department head/dean

- Positions approved for voluntary separation may not fill the same position for at least **12** months in order to generate the funds needed for the severance program and savings toward budget reductions, *unless an exception is requested.*
- During the **12** month “no re-fill” period, and under applicable hiring restrictions, the department head/dean may request an exception, after **six** months have elapsed, through the Position Control Process to fill the position if:
 - the vacant position is part of a restructuring plan that achieves a net reduction in positions or,
 - other exceptional relief is warranted.
- After **12** months, requests to fill the position are subject to the requirements of any hiring restrictions or limitations that may be in effect.

- i. Do you plan to permanently eliminate this position? Yes No
 - a. If no, how long do you expect to hold the position vacant?
 - b. Estimated Amount of Salary Savings: _____
Please explain how you arrived at your salary savings listed above:

ii. Describe how the department will generate the funding to support the full cost of the severance payment:

Do you approve of this VSP request? Yes No
 (If **no**, please notify employee accordingly.)
 Comments:

DEPARTMENT HEAD/DEAN SIGNATURE	DATE
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2. VICE CHANCELLOR / PROVOST ANALYSIS AND APPROVAL

Do you approve of this VSP request? Yes No
 (If **no**, please notify employee accordingly.)
 Comments:

VICE CHANCELLOR / PROVOST SIGNATURE	DATE
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3. HUMAN RESOURCES REVIEW AND APPROVAL

Do you approve of this VSP request? Yes No
 (If **no**, please notify employee accordingly.)
 Comments:

CHIEF HUMAN RESOURCES OFFICER SIGNATURE	DATE
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V. SEVERANCE PAY CALCULATION*
(Human Resources Office to Complete)

PERSONNEL PROGRAM <input type="checkbox"/> PSS <input type="checkbox"/> MSP <input type="checkbox"/> Other _____	CALCULATED FULL YEARS OF SERVICE AS OF SEPARATION DATE
ESTIMATED VACATION PAYOUT	MONTHS/WEEKS OF SEVERANCE PAY
TOTAL SEVERANCE PAY (rounded to the nearest dollar)-NOT TO EXCEED \$150,000	TOTAL ESTIMATED SEVERANCE AND VACATION PAYOUT

*These estimates do *not* include federal and state income and employment taxes that the University will withhold from severance payments and vacation payout.

The UCMVSP entitles policy-covered employees to severance pay based on classification as follows:

- PSS appointments will receive severance pay in the amount of one week’s pay (annual base salary divided by 2088 hours X 40 hours) for each full year of service up to a maximum of 16 weeks’ pay, in accordance with PPSM 60.
- MSP (Managers 3 and below and equivalent) will receive severance pay in the amount of one month’s pay (1/12 of annual base salary) for each full year of service up to a maximum of six months’ pay, in accordance with PPSM 64.
- For represented employees, the severance amount will be based on allowable amounts as determined by the appropriate collective bargaining agreement under the layoff provisions or by local agreement.

HUMAN RESOURCES	DATE
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