Instructions and application for completing the UCMVSP application:

1. Prior to completing the application process carefully read and review UC Merced Voluntary Separation Program details along with the VSP timeline.

2. January 11, 2021 – February 5, 2021: Employee completes Section I-Personal Information and Section III-Signature of the UCMVSP application and submits to Department Head/Dean.

3. The Department Head/Dean submits employee’s UCMVSP application to HR at hr@ucmerced.edu to confirm eligibility and severance cost.

4. HR completes Section V. Severance Pay Calculation and forwards application to Department Head/Dean.

5. Department Head/Dean completes Section IV-Analysis and Approval, Subsection 1. Department Head/Dean Analysis and Approval.

   Note to Department Head/Dean:
   - The application will ask that you explain how you arrived at your salary savings. Salary savings must be calculated as follows:
     - For non-exempt salary calculation: annual base salary divided by 2088 hours gives you the hourly rate. The hourly rate can then be multiplied by 174 to generate the monthly rate.
     - For exempt salary calculation: annual salary divided by 12 generates the monthly salary
   - Department Head/Dean who decide to accept a 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 please refer to UCMVSP.

6. Vice Chancellor/Provost completes Section IV-Analysis and Approval, Subsection 2. Vice Chancellor/Provost Analysis and Approval.

7. Applications that are completed and accepted at the division level must be submitted to hr@ucmerced.edu by no later than February 5, 2021 at 5:00PM.

8. Campus Chief Human Resources Officer completes Section IV-Review and Approval, Subsection 3. Human Resources Review and Approval.

9. All accepted/approved participants will be notified and provided their VSP Release Form and the Estimated Cost/Payout on March 1, 2021.