

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.