



2021 VOLUNTARY SEPARATION PLAN (VSP)

TIMELINE HIGHLIGHTS FOR EMPLOYEES

February 8 - 22, 2021

- Employees share their intention with HR to participate in the Voluntary Separation Plan.

End of February - End of March

- University leaders discuss the financial, operational, and programmatic needs of the University related to the potential acceptance of interested employees into the Voluntary Separation Plan.
- Human Resources is notified of who was accepted into the Voluntary Separation Plan.

End of March - First Week of April

- Human Resources notifies *all* employees who submitted an Intention to Participate Form of their acceptance or denial into the Voluntary Separation Plan, at the same time, via email.
- Employees accepted into the Voluntary Separation Plan will receive additional information about next steps.

June 30, 2021

- The latest separation date for employees approved to participate in the Voluntary Separation Plan.