# 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.