

**UNIVERSITY OF CALIFORNIA, BERKELEY
VOLUNTARY SEPARATION PROGRAM 2015 APPLICATION FORM**

The University of California, Berkeley is pleased to offer the Voluntary Separation Program 2015 ("VSP 2015") to eligible employees as an opportunity to voluntarily terminate employment at UC Berkeley and receive severance pay. The severance pay will be provided to you in exchange for you agreeing to the terms of the VSP 2015 program by signing and submitting this application form and, if your application is approved, signing and submitting a release of any claims against the University of California. Before completing this form, please read the [VSP 2015 Program Description](#) and other related materials available on the [VSP 2015](#) web page. **Participation is subject to the approval of UC Berkeley.**

EMPLOYEE INFORMATION	
NAME (Last, First, Middle)	ADDRESS (Number, Street, City, State, ZIP)
TELEPHONE NO.:	E-MAIL ADDRESS:
DEPARTMENT:	PAYROLL TITLE:
EMPLOYEE I.D. NUMBER:	
PERSONNEL PROGRAM OR BARGAINING UNIT	
<input type="checkbox"/> PSS <input type="checkbox"/> MSP ¹ <input type="checkbox"/> Bargaining Unit: ² _____	
¹ MSP titles with a salary grade of 30 are ineligible. ² If you are a represented employee, please check the VSP 2015 Participating Bargaining Units web page to determine whether your union is participating in VSP 2015.	
If approved, your separation date will be June 29, 2015.	

EMPLOYEE SIGNATURE
By signing this form, I agree to terminate my employment on June 29, 2015 and understand that if my application is approved, I must sign a release of claims that will be provided to me in order to receive any severance pay. I understand that I can change my mind within the timeframes designated in the VSP 2015 Program Description. I further understand that this action is subject to the approval of UC Berkeley.
SIGNATURE _____ DATE _____
PRINT NAME _____

SUBMITTING YOUR APPLICATION FORM
To be considered for participation in VSP 2015, Central Human Resources must receive your signed and completed application form by 5:00 p.m. PST on March 31, 2015. You may submit your application to Central Human Resources in person, via U.S. mail, via fax, or email, as follows:
In person: Central Human Resources, 2199 Addison St., Suite 192 (University Hall), Berkeley By U.S. mail: Central Human Resources, Attn: VSP Coordinator, 2199 Addison St., Suite 192, Berkeley, CA 94720-3540 By fax: (510) 642-2888, Attn: VSP Coordinator By email: vsp2015@berkeley.edu

FOR HUMAN RESOURCES USE ONLY
DATE RECEIVED:
<input type="checkbox"/> ELIGIBLE <input type="checkbox"/> INELIGIBLE
NOTES:
HUMAN RESOURCES SIGNATURE: